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## THE AGRICULTURAL SOCIETIES ACT

R.R.O. 8 (1970)

Ministry of  
Agriculture and Food

### Section 8:

The officers of a society are responsible for the safe custody of,

- (a) deeds, title papers and other documents relating to the property of the society;
- (b) at least one copy of all minutes of proceedings, resolutions and by-laws of the society; and
- (c) books and records of the society.

RETENTION PERIOD: Not stated.

### Section 9:

The secretary of a society shall.....

- (c) keep a record of,
  - (i) all business transactions of the society,
  - (ii) all resolutions passed by the society,
  - (iii) all amendments to the by-laws of the society,
  - (iv) a list of the members of the society and their addresses,
  - (v) a list of the names and addresses of persons to whom prize money is paid and the amounts paid to each person,
  - (vi) all reports of committees that may from time to time be appointed by the society, and
  - (vii) all annual statements and financial and auditor's reports.

RETENTION PERIOD: Not stated.

### Section 10:

The treasurer of a society shall.....

- (c) keep or cause to be kept proper books of account or make or cause to be made entries of all receipts and expenditures of the society.

RETENTION PERIOD: Not stated.

## AIR POLLUTION CONTROL ACT

R.R.O. 12 (1970)

Ministry of  
the Environment

### Section 6:

- (5) 7. Every new light duty motor vehicle having a new light duty motor vehicle engine selected under paragraph 6 shall be driven a distance of at least 50,000 miles and tested in the manner referred to in paragraph 4, the tests to be carried out on each new light duty motor vehicle at intervals of not more than 4,000 miles, and the results from such tests shall be recorded.

RETENTION PERIOD: Not stated.

## AIR POLLUTION CONTROL ACT

R.R.O. 12 (1970)

Ministry of  
the Environment

### Section 8:

- (5) 3. The opacity of the exhaust emissions referred to in paragraph 2 shall be recorded during the whole of each of the three cycles, from which records values, representative of the opacity of the exhaust emissions during the three acceleration periods and the three lugging periods, shall be obtained for the purposes of subsection 7.
- (6) Where recording is made in this section of results of tests for the opacity of exhaust emissions in respect of any new diesel powered heavy commercial motor vehicle engine, composite values for the acceleration and lugging modes shall be determined under subsection 7 for each group of diesel engines, which values take into account factors of deterioration in efficiency of the control of exhaust emissions from the use of such diesel powered heavy commercial motor vehicle engines in accordance with the procedure under subsection 7.

RETENTION PERIOD: Not stated.

## THE ANATOMY ACT

R.R.O. 18 (1970)

Ministry of  
the Solicitor General

### Section 2:

In accordance with section 8 of the Act, each school shall keep the following records:

1. Every certificate for anatomical dissection of an unclaimed body, in Form 2, received by the school.
2. Every certificate for anatomical dissection of a donated body, in Form 3, received by the school.
3. A copy of every receipt for a body, in Form 4, completed by the school.
4. Every notice of disposal of a body, in Form 7, completed by the school.
5. Every identification tag, in Form 8, attached to a body received by the school.
6. Every request to bequeath a body, in Form 11, received by the school.
7. The burial permit required in connection with the disposal of a body under The Vital Statistics Act.
8. An anterosposterior photograph and a lateral photograph of the face of each unclaimed body received by the school.
9. A complete set of finger-prints of each unclaimed body received by the school.

RETENTION PERIOD: Not stated.

THE ANIMALS FOR RESEARCH ACT

R.O. 139/71

Ministry of  
Agriculture and Food

Section 12:

- (2) The operator of every research facility shall maintain within the research facility a record of every dog and cat in the research facility and shall preserve the record within the research facility for at least two years from the date that the dog or cat was last in the research facility and the record shall include,
- (a) the sex of the dog or cat;
  - (b) the estimated age and weight of the dog or cat;
  - (c) the colour, markings and any physical abnormalities of the dog or cat;
  - (d) the breed or type of the dog or cat;
  - (e) the name of the person from whom the dog or cat was purchased or otherwise acquired and the date thereof where the dog or cat was not born in the research facility;
  - (f) any invoice, bill of sale or like record of the purchase of the dog or cat; and
  - (g) the allocation of the dog or cat.

RETENTION PERIOD: Two years after discharge date.

- (3) The operator of every research facility shall maintain within the research facility a record of all animals in the research facility other than dogs or cats and shall preserve the record within the research facility for at least one year from the date that the animals entered the research facility and the record shall include,
- (a) the date of arrival of the animals;
  - (b) the name of the person from whom the animals are purchased or otherwise acquired; and
  - (c) the allocation of the animals.

RETENTION PERIOD: One year after admission date.

- (4) Every licensed operator of a supply facility shall maintain within the supply facility for a period of one year from the date of purchase or sale a record of all animals purchased or sold by him and the record shall include,
- (a) the date of such purchase or sale; and
  - (b) the name of the person from whom or to whom the animals were purchased or sold, as the case may be.

RETENTION PERIOD: One year after date of purchase or sale.

THE ANIMALS FOR RESEARCH ACT

R.O. 140/71

Ministry of  
Agriculture and Food

Section 10:

- (2) The operator of every pound shall maintain within the pound a record of every animal in the pound and shall preserve the record within the pound for at least two years from the date that the animal was last in the pound and the record shall include:
- (a) the sex of the animal;
  - (b) the estimated age and weight of the animal;
  - (c) the colour, markings and any physical abnormalities of the animal;
  - (d) the breed or type of the animal;
  - (e) a record of the circumstances under which the animal came to be in the pound;
  - (f) the time, date and place where the animal was found;
  - (g) the date and time at which the animal arrived at the pound;
  - (h) a record of any tag, name plate or other means of identification on the animal when it came into the pound;
  - (i) where the animal is returned to its owner, the name and address of the owner and the date of return;
  - (j) where the animal is sold or disposed of by gift, the name and address of the person to whom it was sold or disposed of and a statement of the purpose of the sale or disposal;
  - (k) where the animal is sold to the operator of a research facility, the name and address of the research facility and evidence of the sale;
  - (l) where the animal is destroyed, the date on which it is destroyed and a statement setting out the clause of sub-section 7 or section 24 of the Act pursuant to which the animal is destroyed.

RETENTION PERIOD: 2 years after animal was last in the pound.

THE APPRENTICESHIP AND TRADESMEN'S QUALIFICATION ACT

R.R.O. 38 (1970)

Ministry of  
Colleges and Universities

Section 6: (Ironworkers)

- (2) A progress record book shall be issued by the Department of Labour to each registered apprentice for the purpose of recording work experience and related training time and the apprentice shall be responsible for the safekeeping of this progress record book.

RETENTION PERIOD: Not stated.

R.R.O. 39 (1970)

Section 6: (Lathers)

- (1) The Director shall issue a progress record book to an apprentice in the certified trade for the purpose of recording the time spent by the apprentice in respect of related training and work experience training.
- (2) An apprentice to whom a progress record book is issued shall be responsible for its safekeeping. (as amended by R.O. 409/73).

RETENTION PERIOD: Not stated.

R.O. 165/72

Section 9: (Cement Mason)

The Director shall issue a progress record book to an apprentice for the purpose of recording his related training and work experience time and the apprentice shall be responsible for the safekeeping of his progress record book.

RETENTION PERIOD: Not stated.

R.O. 543/72

Section 8: (Construction Millwright)

The Director shall issue a progress record book to an apprentice for the purpose of recording his related training and work experience training time and the apprentice shall be responsible for the safekeeping of his progress record book.

RETENTION PERIOD: Not stated.

THE APPRENTICESHIP AND TRADESMEN'S QUALIFICATION ACT

R.O. 612/73

Ministry of  
Colleges and Universities

Section 8: (Refrigeration & Air-conditioning Mechanic)

The Director shall issue a progress record book to each apprentice and the apprentice shall record therein the time that the apprentice spends in related training and work experience and the apprentice shall be responsible for the safekeeping of his progress record book.

RETENTION PERIOD: Not stated.

ARTIFICIAL INSEMINATION OF LIVESTOCK ACT

R.R.O. 56 (1970)

Ministry of  
Agriculture and Food

Section 10:

Every operator of a semen-producing business or an inseminating business shall maintain at his place of business, in respect of each bull from which semen is collected, stored or offered for sale,

- (a) the certificate of registration for a bull that is owned by the business; or
- (b) a full statement of the information contained on the certificate of registration for a bull that is not owned by the business.

RETENTION PERIOD: Not stated.

THE ASSIGNMENTS AND PREFERENCES ACT

R.S.O. 34 (1970)

Ministry of  
the Attorney General

Section 29:

Upon the expiration of one month from the first meeting of creditors or as soon as may be thereafter and afterwards from time to time at intervals of not more than three months, the assignee shall prepare, and keep constantly accessible to the creditors, accounts and statements of his doings as assignee and of the position of the estate.

RETENTION PERIOD: Not stated.

## THE BEEF CATTLE MARKETING ACT

R.R.O. 70 (1970)

Ministry of  
Agriculture and Food

### Section 6:

- (1) Every operator shall make a written or printed record, in at least two copies, of the sale weight and grade of every beef carcass.
- (2) Every operator shall, within fourteen days after the date of payment for a head of beef cattle and upon demand made during business hours, produce to the seller of the head of beef cattle the record referred to in subsection 1 in respect of the carcass thereof.

RETENTION PERIOD: Not stated.

## THE BEES ACT

R.R.O. 71 (1970)

Ministry of  
Agriculture and Food

### Section 3:

- (1) The records kept by every bee-keeper shall show,
  - (a) the location of each apiary;
  - (b) the period of time the apiary is at each location; and
  - (c) the number of colonies in each apiary.

RETENTION PERIOD: Not stated.

- (2) The records kept by every person who sells bees shall show,
  - (a) the name and address of every person to whom he sells bees or package bees;
  - (b) the quantity of bees or package bees sold;
  - (c) the date of shipment of the bees or package bees; and
  - (d) the place from which the bees or package bees were shipped.

RETENTION PERIOD: Not stated.

## THE BUSINESS CORPORATIONS ACT

R.S.O. 53 (1970)

Ministry of Consumer and  
Commercial Relations

### Section 156:

- (1) Where this Act requires a record to be kept by a corporation, it may be kept in a bound or looseleaf book, or by means of a mechanical, electronic or other device.
- (2) Where a record is not kept in a bound book, the corporation shall,
  - (a) take adequate precautions, appropriate to the means used, for guarding against the risk of falsifying the information recorded; and
  - (b) provide means for making the information available in an accurate and intelligible form within a reasonable time to any person lawfully entitled to examine the record.
- (3) The bound or looseleaf book or, where the record is not kept in a bound or looseleaf book, the information in the form in which it is made available under clause b of subsection 2 is admissible in evidence as *prima facie* proof, before and after dissolution of the corporation, of all facts stated therein.

NOTE: Information on methods of retaining records.

### Section 157:

A corporation shall cause to be kept the following records:

1. A copy of the articles of the corporation.
2. All by-laws and resolutions, including special by-laws and special resolutions of the corporation.
3. A register of security holders in which is set out the names alphabetically arranged or alphabetically indexed in appropriate categories of,
  - i. all persons who are or have been within ten years registered as shareholders of the corporation and the address including the street and number, if any, of every such person while a holder, in which are set out also the number and class of shares held by such holder and, where the shares were issued before the 1st day of January, 1971 and not fully paid, the amounts paid up and remaining unpaid on such shares,

THE BUSINESS CORPORATIONS ACT

R.S.O. 53 (1970)

Ministry of Consumer and  
Commercial Relations

Section 157: (continued)

- ii. all persons who are or have been holders of debt obligations other than debt obligations in bearer form of the corporation and the address including the street and number, if any, of every such person while a holder in which are set out also the class or series and principal amount of the debt obligations held by such holder,
- iii. all persons who are or have been within six years after the date of expiry of a warrant registered as holders of warrants of the corporation and the address including the street and number, if any, of every such person while a holder, setting out the class or series and number of warrants held by such holder.
4. A register of directors in which are set out the names and residence addresses, while directors including the street and number, if any, of all persons who are or have been directors of the corporation with the several dates on which each became or ceased to be a director.
5. Proper accounting records in which are set out all financial and other transactions of the corporation including, without limiting the generality of the foregoing, records of,
  - i. all sums of money received and disbursed by the corporation and the matters with respect to which receipt and disbursement took place,
  - ii. all sales and purchases of the corporation,
  - iii. the assets and liabilities of the corporation, and
  - iv. all other transactions affecting the financial position of the corporation.
6. The minutes of all proceedings at meetings of shareholders, directors and any executive committee. (as amended by S.O. 1972, C. 138, section 40).

RETENTION PERIOD: Not stated. (Refer to section 246).

## THE BUSINESS CORPORATIONS ACT

R.S.O. 53 (1970)

Ministry of Consumer and  
Commercial Relations

### Section 158:

Every corporation shall cause to be kept a register of transfers in which all transfers of securities issued by the corporation in registered form and the date and other particulars of each transfer shall be set out.

RETENTION PERIOD: Not stated. (Refer to section 246).

### Section 237:

- (4) At every meeting of the shareholders of the corporation the liquidator shall produce a pass-book or statement of account showing the amount of the deposits, the dates at which they were made, the amounts withdrawn and the dates of withdrawal, and mention of such production shall be made in the minutes of the meeting, and the absence of such mention is admissible in evidence as *prima facie* proof that the pass-book or statement of account was not produced at the meeting.

RETENTION PERIOD: Not stated.

### Section 246:

- (1) Where a corporation has been wound up under sections 202 to 245 and is about to be dissolved, its documents and records and those of the liquidator may be disposed of as it by resolution directs in case of voluntary winding up, or as the court directs in case of winding up under an order.
- (2) After the expiration of five years from the date of dissolution of the corporation, no responsibility rests on it or the liquidator, or anyone to whom the custody of the documents and records has been committed, by reason that the same or any of them are not forthcoming to any person claiming to be interested therein.

NOTE: Information on dissolution of a company.

## THE BUSINESS RECORDS PROTECTION ACT

R.S.O. 54 (1970)

Ministry of  
the Attorney General

### Section 1:

No person shall, pursuant to or under or in a manner that would be consistent with compliance with any requirement, order, direction or subpoena of any legislative, administrative or judicial authority in any jurisdiction outside Ontario, take or cause to be taken, send or cause to be sent or remove or cause to be removed from a point in Ontario to a point outside Ontario, any account, balance sheet, profit and loss statement or inventory or any resume or digest thereof or any other record, statement, report, or material in any way relating to any business carried on in Ontario, unless such taking, sending or removal,

- (a) is consistent with and forms part of a regular practice of furnishing to a head office or parent company or organization outside Ontario material relating to a branch or subsidiary company or organization carrying on business in Ontario;
- (b) is done by or on behalf of a company or person as defined in The Securities Act, carrying on business in Ontario and as to a jurisdiction outside Ontario in which the securities of the company or person have been qualified for sale with the consent of the company or person;
- (c) is done by or on behalf of a company or person as defined in The Securities Act, carrying on business in Ontario as a dealer or salesman as defined in The Securities Act, and as to a jurisdiction outside Ontario in which the company or person has been registered or is otherwise qualified to carry on business as a dealer or salesman, as the case may be; or
- (d) is provided for by or under any law of Ontario or of the Parliament of Canada.

INCLUDED FOR INFORMATION PURPOSES.

### Section 2:

- (1) Where the Minister of Justice and Attorney General or any person having an interest in a business as mentioned in section 1 has reason to believe that a requirement, order, direction, or subpoena as mentioned in section 1 has been or is likely to be made, issued or given in relation to such business, he may apply to a judge or local judge of the Supreme Court in chambers for an order requiring any person, whether or not such person is named in the requirement, order, direction, or subpoena, to furnish an undertaking and recognizance for the purpose of ensuring that such person will not contravene section 1 and the judge may make such order as he considers proper. R.S.O. 1960, C. 44, S. 2(1), amended.

RETENTION PERIOD: Not stated.

## THE CEMETERIES ACT

R.S.O. 57 (1970)

Ministry of Consumer and  
Commercial Relations

### Section 29:

- (5) Where a cemetery, mausoleum or columbarium, is hereafter established, the owner shall, within five years after its establishment, submit to be passed, examined and audited by the judge, accounts of his dealings with perpetual care funds.

RETENTION PERIOD: Five years after establishment.

### Section 30:

After the first passing of accounts under section 29 or a predecessor thereof, the owner shall submit his accounts with respect to perpetual care funds to be passed, examined and audited at intervals not exceeding five years from the date of the order made on the last previous passing of accounts.

RETENTION PERIOD: Five years. (Refer to section 29(5)).

R.R.O. 80 (1970)

### Section 10:

Every owner shall keep available for public inspection during reasonable hours a copy of every plan of the cemetery that has been approved by the Department.

RETENTION PERIOD: Not stated.

### Section 21:

Every owner shall keep a register for public inspection in which shall be entered,  
(a) the name and address of every owner of a lot; and  
(b) every transfer of the ownership of a lot.

RETENTION PERIOD: Not stated.

### Section 22:

Every owner shall keep a separate register for public inspection in which shall be entered,  
(a) the name of every deceased person whose body is interred in the cemetery, mausoleum or columbarium;  
(b) the location of every dead body interred in the cemetery, mausoleum or columbarium;  
(c) the date of burial of every such body; and  
(d) the particulars of every disinterment or removal of a body.

RETENTION PERIOD: Not stated.

## THE CHARITABLE INSTITUTIONS ACT

R.R.O. 85 (1970)

Ministry of  
Community and Social Services

### Section 6:

In every charitable institution the board shall ensure that,

- (h) a written record is kept of inspections and tests of fire equipment, fire drills, the fire alarm system, the heating system and chimneys;.....

RETENTION PERIOD: Not stated.

### Section 14:

- (7) The physician for the institution or the attending physician shall make a detailed written report of the results of each medical examination of a resident and any recommendations pertaining thereto and the report shall be kept along with the other records of the resident.

RETENTION PERIOD: Not stated.

### Section 21:

- (1) The superintendent of a charitable institution shall keep a written record and file for each resident.
- (2) The record shall set forth in respect of each resident,
- (a) his name, age and sex and his address prior to his admission to the institution;
  - (b) the names, addresses and occupations of his parents, where applicable, or of his relatives, next-of-kin or other interested persons;
  - (c) his personal and family history;
  - (d) the date and circumstances of and reasons for his admission to the institution;
  - (e) the current terms of payment for the care and maintenance of the resident;
  - (f) a record of all medical, X-ray, psychiatric, psychological or other similar examinations or tests, together with the findings and recommendations;
  - (g) a record of all illnesses, accidents and admissions to hospitals;
  - (h) observations on the conduct and behaviour of the resident while residing in the institution;
  - (i) an account or history of any other matter that might affect the well-being or progress of the resident;
  - (j) the date and circumstances when the resident is discharged or voluntarily withdraws from the institution;
  - (k) the name and address of the person and relationship, if any, in whose charge the resident was placed at the time of discharge or the name and address of the institution to which the resident was discharged; and
  - (l) where the resident dies, a report of the time, date and circumstances of the death, the name and address of the person, if any, who claims the body, the date that the notice of death is given to the coroner in accordance with section 11 and the name of the coroner.

RETENTION PERIOD: Not stated.

## THE CHARITABLE INSTITUTIONS ACT

R.R.O. 85 (1970)

Ministry of  
Community and Social Services

### Section 22:

- (1) Each corporation shall keep separate books of account for each charitable institution operated by it.
- (2) The books of account shall,
  - (a) set forth the revenue and expenditures of the institution;
  - (b) contain a separate record of money received by the institution from sources other than under the Act; and
  - (c) be audited at least once a year by a licensed public accountant.
- (3) Each corporation shall keep a subsidiary ledger for the charges made and the payments received for the care and maintenance of the residents in each charitable institution operated by it.

RETENTION PERIOD: Not stated.

### Section 26:

- (2) The superintendent of a charitable institution shall prepare at six-month intervals a statement of the future plans for the care and maintenance of each resident and shall retain the statement in the resident's file. (as amended by R.O. 113/72).

RETENTION PERIOD: Not stated.

## THE CHILD WELFARE ACT

R.R.O. 86 (1970)

Ministry of  
Community and Social Services

### Section 14:

- (1) Every children's aid society shall record any complaint respecting children in need of protection within twenty-four hours of its receipt.
- (2) Within twenty-one days after a complaint is recorded, the society shall investigate the complaint and record a report determining whether or not the child is in need of protection and, if so, including a tentative plan for the welfare of the child and the steps taken to implement the plan and, where the child is not taken into protective care, the case shall be reviewed not later than sixty days after the complaint was recorded.

RETENTION PERIOD: Not stated.

## THE CHILD WELFARE ACT

R.R.O. 86 (1970)

Ministry of  
Community & Social Services

### Section 15:

- (1) Every society shall, within sixty days after the admission of a child to the care of the society, prepare and record a plan for the care, treatment and progress of the child while in the care of the society and shall review and, if necessary, amend the plan every three months thereafter.

RETENTION PERIOD: Not stated.

### Section 16:

- (2) A report of each medical and dental examination shall be recorded and any treatments recommended in the report shall be carried out within the times recommended therein.

RETENTION PERIOD: Not stated.

### Section 19:

Within thirty days after a child in care attains the age of fifteen years, the society shall prepare and record a plan for the purpose of achieving the community independence and self-maintenance of the child.

RETENTION PERIOD: Not stated.

### Section 20:

Every society shall,.....

- (c) record a description of the home and an assessment of its competence and suitability as a foster or adoptive home; and
- (d) reassess each foster home at intervals of not less than six months and record the reassessment.

RETENTION PERIOD: Not stated.

### Section 21:

- (4) Each case of an unmarried mother shall be closed within sixty days after the last significant action and a summary of the case shall be recorded.

RETENTION PERIOD: Not stated.

## THE CHILDREN'S BOARDING HOMES ACT

R.S.O. 65 (1970)

Ministry of  
Community and Social Services

### Section 9:

- (1) Every occupier of premises registered under this Act shall keep or cause to be kept a register of children in the home containing,
  - (a) the name, date of birth, sex and former place of abode of each child in the home; (as amended by S.O. 1971 Vol. 2 C. 91 section 4)
  - (b) the name and address of the parents or other persons having charge of each child before he entered the home;
  - (c) the date upon which each child entered the home;
  - (d) the date upon which each child left the home and the name and address of the person in whose charge he was when he left the home; and
  - (e) such other particulars as the regulations prescribe.

RETENTION PERIOD: Not stated.

R.R.O. 87 (1970)

### Section 7:

In addition to the particulars required by subsection 1 of section 9 of the Act to be entered in the register, the occupier shall record or cause to be recorded,

- (a) the place of birth and religious faith of each child lodged, boarded or cared for;
- (b) the reasons for the entry of each child to the home;
- (c) the name, address and usual occupation of the guardian of each child and of the person having charge of each child before he entered the home;
- (d) a brief statement of the terms of payment for the maintenance of each child;
- (e) the documentary or other evidence examined or provided to establish the identity of the child, of the guardian of the child and of the person having charge of the child when he enters the home, and their relationships; and
- (f) the usual occupation of the person in whose charge each child was when he left the home,.....

RETENTION PERIOD: Not stated.

### Section 9:

The occupier of every home shall ensure that,.....

- (n) a written record is kept of,
    - (i) fire drills, and
    - (ii) inspections and tests of fire extinguishers, the heating system and chimneys;.....
- (as amended by R.O. 471/72, Section 4).

RETENTION PERIOD: Not stated.

THE CHILDREN'S BOARDING HOMES ACT

R.R.O. 87 (1970)

Ministry of  
Community and Social Services

Section 11:

- (5) A record of the medical examination of each child residing in the home shall be kept in the home together with any recommendations made by the physician for medical treatment, immunization and any special needs of the child.  
(as amended by R.O. 471/72, Section 6).

RETENTION PERIOD: Not stated.

Section 16:

Every occupier of a home shall keep a book of accounts in which a complete statement of all receipts and disbursements is recorded. (as amended by R.O. 471/72, Section 10).

RETENTION PERIOD: Not stated.

THE CHILDREN'S INSTITUTIONS ACT

R.R.O. 88 (1970)

Ministry of  
Community and Social Services

Section 6:

- In every children's institution, the board shall ensure that,.....  
(h) a written record is kept of inspections and tests of fire equipment, fire drills, the fire alarm system, the heating system and chimneys;.....

RETENTION PERIOD: Not stated.

Section 15:

- (7) The physician for the institution or the attending physician shall make a detailed written report of the results of each medical examination of a resident and any recommendations pertaining thereto and the report shall be kept along with the other records of the resident.

RETENTION PERIOD: Not stated.

Section 21:

- (3) A record of the medical examination of each child admitted to the institution shall be kept therein together with any recommendations made by the physician for medical treatment, immunization or for the special needs of the child.

RETENTION PERIOD: Not stated.

## THE CHILDREN'S INSTITUTIONS ACT

R.R.O. 88 (1970)

Ministry of  
Community and Social Services

### Section 22:

- (1) The superintendent of a children's institution shall keep a written record and file for each resident.

RETENTION PERIOD: Not stated.

### Section 23:

- (1) Each corporation shall keep separate books of account for each children's institution operated by it.
- (2) The books of account shall,
  - (a) set forth the revenue and expenditures of the institution;
  - (b) contain a separate record of money received by the institution from sources other than under the Act; and.....
- (3) Each corporation shall keep a subsidiary ledger for the charges made and the payments received for the resident services and non-resident services provided by each children's institution operated by it.

RETENTION PERIOD: Not stated.

## THE CHIROPODY ACT

R.R.O. 90 (1970)

Ministry of  
Health

### Section 2:

The secretary-treasurer shall maintain a register of persons admitted to practise as chiropodists.

RETENTION PERIOD: Not stated.

### Section 27:

The secretary-treasurer is responsible for,.....

- (e) keeping a record of the results of all examinations and re-examinations; and .....

RETENTION PERIOD: Not stated.

## THE COLLECTION AGENCIES ACT

R.S.O. 71 (1970)

Ministry of Consumer and  
Commercial Relations

### Section 30:

- (1) The Registrar may at any time require a collection agency to provide him with copies of any letters, forms, form letters, notices, pamphlets, brochures, advertisements, contracts, agreements or other similar materials used or proposed to be used by the collection agency in the course of conducting its business.

RETENTION PERIOD: Not stated.

R.O. 21/71

### Section 13:

- (8) Every collection agency or branch thereof shall keep on its premises proper records and books of accounts showing money received and money paid out and such books shall include a receipts journal, disbursements journal, general journal, clients' ledger, general ledger and such additional records as the Registrar considers necessary in accordance with accepted principles of double entry bookkeeping and shall have its books of accounts and financial transactions audited annually by a person licensed under The Public Accountancy Act.

RETENTION PERIOD: Not stated.

## COMMUNITY PSYCHIATRIC HOSPITALS ACT

R.R.O. 94 (1970)

Ministry of  
Health

### Section 13:

A hospital shall keep a register of patients.

RETENTION PERIOD: Not stated.

COMMUNITY PSYCHIATRIC HOSPITALS ACT

R.R.O. 94 (1970)

Ministry of  
Health

Section 21:

The board shall cause to be compiled for each patient a medical record including,

- (a) identification;
- (b) history of present illness;
- (c) history of previous illnesses;
- (d) family history;
- (e) provisional diagnosis;
- (f) orders for treatment;
- (g) progress notes;
- (h) reports of,
  - (i) condition on discharge,
  - (ii) consultations,
  - (iii) follow-up care,
  - (iv) laboratory examination,
  - (v) medical, surgical and physical treatment,
  - (vi) physical examinations,
  - (vii) radiological examinations,
  - (viii) cause of death,
  - (ix) post mortem examination, if any, and
  - (x) final diagnosis.

RETENTION PERIOD: Not stated.

Section 23:

- (1) When a patient dies, the attending physician shall report the cause of death in writing to the superintendent for the medical record of the patient.
- (2) Where the attending physician completes the medical certificate required by subsection 3 of section 17 of the Vital Statistics Act and delivers a copy to the superintendent, subsection 1 does not apply.

RETENTION PERIOD: Not stated.

THE CONDOMINIUM ACT

R.S.O. 71 (1970)

Ministry of Consumer and  
Commercial Relations

Section 15b:

- (1) Every person in receipt of money paid by or on behalf of an owner for the payment of common expenses shall, upon reasonable notice and during normal business hours, make available for examination by the corporation or any owner, mortgagee or chargee, all records relating to the disposition of such money. (as amended by S.O. 133/74, section 12).

RETENTION PERIOD: Not stated.

## THE CONSTRUCTION SAFETY ACT

R.O. 419/73

Ministry of  
Labour

### Section 6:

- (2) Where a record is required to be kept available for inspection under this Regulation, the record shall be kept for at least one year after the completion of the project to which it relates.

RETENTION PERIOD: One year after completion of project for records required for inspection.  
(Refer to R.O. 47, 1973, Section 6(1)c).

### Section 112:

- (3) Subject to subsection 4 a drill hole may be drilled within twenty-five feet of a hole being loaded with or containing explosives provided that,
- (a) a specification has been prepared in writing by a professional engineer;
  - (b) a copy of the specification referred to in clause (a) is kept at the project while the drilling and blasting to which the specification refers are being carried out; and.....

RETENTION PERIOD: Until drilling and blasting completed.

### Section 185:

- (2) All safety devices on a hoisting apparatus shall be tested before a conveyance is initially put into service on a project and at least once every three months thereafter to ensure that they will function and a record of the tests shall be kept available for inspection.

RETENTION PERIOD: Until project completed. (Refer to section 6(2)).

### Section 234:

An air lock for persons shall have a gauge which will provide a permanent record of air pressures in the lock showing the amount of change in the air pressure at intervals of not greater than one minute.

RETENTION PERIOD: Permanent. (Refer to section 6(2)).

THE CONSTRUCTION SAFETY ACT

R.O. 419/73

Ministry of  
Labour

Section 251:

- (2) A locktender shall,.....
- (i) while a workman is being compressed or decompressed, record separately for each air lock,
    - (i) the identity of the air lock,
    - (ii) the identity of the workman,
    - (iii) the time of the beginning and end of each compression to which the workman is subjected,
    - (iv) the pressure and temperature in the air lock before and after each compression or decompression to which the workman is subjected, and
    - (v) any unusual occurrence respecting the workman, the air lock or any related matter, and give the record to the superintendent.

RETENTION PERIOD: One year after project completed. (Refer to section 6(2)).

Section 255:

- (4) Where the project physician conducts an examination under paragraph (ii) of clause (b) of subsection (1) he shall,
  - (c) retain a copy of each of Forms 2 and 3 for inspection; and.....

RETENTION PERIOD: Refer to section 6(2).

Section 257:

- (1) The superintendent shall keep available for inspection,
  - (a) all completed copies of Form 1 with respect to all workmen who have been examined by the project physician for work in compressed air;
  - (b) all records of air pressure in the air locks required under Section 234; and
  - (c) all records required to be kept by the locktender under clause (1) of subsection (2) of Section 251.

RETENTION PERIOD: One year after project completed. (Refer to section 6(2)).

## THE CONSUMER PROTECTION ACT

R.S.O. 82 (1970)

Ministry of Consumer and  
Commercial Relations

### Section 31:

- (2) An executory contract is not binding on the buyer unless the contract is made in accordance with the Part and the regulations and is signed by the parties, and a duplicate original copy thereof is in the possession of each of the parties thereto.

RETENTION PERIOD: Not stated.

## CO-OPERATIVE CORPORATIONS ACT

R.O. 101 (1973)

Ministry of Consumer and  
Commercial Relations

### Section 113:

- (1) Where this Act requires a record to be kept by a co-operative, it may be kept in a bound or looseleaf book, or by means of a mechanical, electronic or other device.
- (2) Where a record is not kept in a bound book, the co-operative shall,
- take adequate precautions, appropriate to the means used, for guarding against the risk of falsifying the information recorded; and
  - provide means for making the information available in an accurate and intelligible form within a reasonable time to any person lawfully entitled to examine the record.
- (3) The bound or looseleaf book or, where the record is not kept in a bound or looseleaf book, the information in the form in which it is made available under clause b of subsection 2 is admissible in evidence as *prima facie* proof, before and after dissolution of the co-operative, of all facts stated therein.

RETENTION PERIOD: Not stated.

### Section 114:

- A co-operative shall cause to be kept the following records.
1. A copy of the articles of the co-operative.
  2. All by-laws and resolutions, including special resolutions of the co-operative.
  3. A register of members and security holders in which is set out the names alphabetically arranged or alphabetically indexed in appropriate categories of,
    - i. in a co-operative with share capital, all persons who are or have been within ten years registered as holders of shares in the co-operative and the address including the street and number, if any, of every such person while a holder, in which are set out also the number and class of shares held by such holder,

## CO-OPERATIVE CORPORATIONS ACT

R.O. 101 (1973)

Ministry of Consumer and  
Commercial Relations

### Section 114: (continued)

3. ii. in a co-operative without share capital, all persons who are or have been within ten years registered as members of the co-operative and the address including the street and number, if any, of every such person while a member,
  - iii. in a co-operative with or without share capital, all persons who are or who have been holders of debt obligations other than debt obligations in bearer form of the co-operative and the address including the street and number, if any, of every such person while a holder in which are set out also the class or series and principal amount of the debt obligations held by such holder.
4. A register of directors in which are set out the names and residence addresses while directors, including the street and number, if any, of all persons who are or have been directors of the co-operative with the several dates on which they have become or ceased to be a director.
5. Proper accounting records in which are set out all financial and other transactions of the corporation including, without limiting the generality of the foregoing, records of,
  - i. all sums of money received and disbursed by the co-operative and the matters with respect to which receipt and disbursement took place,
  - ii. all sales and purchases of the co-operative,
  - iii. the assets and liabilities of the co-operative, and
  - iv. all other transactions affecting the financial position of the co-operative.
6. The minutes of all proceedings at meetings of members, directors and any executive committee.

RETENTION PERIOD: Not stated. (Also refer to section 117 (3)(a),(b)).

### Section 115:

Every co-operative shall cause to be kept a register of transfers in which all transfers of securities issued by the co-operative in registered form and the date and other particulars of each transfer shall be set out.

RETENTION PERIOD: Refer to section 117 (3)(a),(b).

### Section 117:

- (3) A co-operative, registrar or transfer agent is not liable to produce a security certificate or any document that is evidence of the issue or transfer of the security certificate after six years,
  - (a) in the case of share certificate from the date of its cancellation; or

## CO-OPERATIVE CORPORATIONS ACT

R.O. 101 (1973)

Ministry of Consumer and  
Commercial Relations

### Section 117: (continued)

- (3) (b) in the case of a certificate representing a debt obligation, from the date of retirement of the whole debt obligation of which the certificate represents a part.

RETENTION PERIOD: As herein stated.

## THE CORPORATIONS ACT

R.S.O. 89 (1970)

Ministry of Consumer and  
Commercial Relations

### Section 42:

Every company shall cause to be kept a register of transfers in which all transfers of shares and the date and other particulars of each transfer shall be set out.

RETENTION PERIOD: Refer to section 44.

### Section 254:

- (2) The liquidator, whenever he is required so to do by the authority appointing him or by the Minister, shall exhibit the office books and vouchers and furnish such other information respecting the affairs of the insurer as is required.

RETENTION PERIOD: Not stated.

### Section 299:

- (1) Where a corporation has been wound up under this Act and is about to be dissolved, its books, accounts and documents and those of the liquidator may be disposed of as it by resolution directs in case of voluntary winding up, or as the court directs in case of winding up under order.
- (2) After the lapse of five years from the date of the dissolution of the corporation, no responsibility rests on it or the liquidator, or anyone to whom the custody of such books, accounts and documents has been committed by reason that the same or any of them are not forthcoming to any person claiming to be interested therein.

NOTE: Information on records disposal for corporations wound up under this Act.

### Section 300:

- (2) In such case, the court may make an order directing how the books, accounts and documents of the corporation and of the liquidator are to be disposed of, and may order that they be deposited in court or otherwise dealt with as it thinks fit.

RETENTION PERIOD: Not stated.

## THE CORPORATIONS ACT

R.S.O. 89 (1970)

Ministry of Consumer and  
Commercial Relations

### Section 329:

- (1) A corporation shall cause minutes of all proceedings at meetings of the shareholders or members and of the directors and of any executive committee to be entered in books kept for that purpose.

RETENTION PERIOD: Not stated.

### Section 330:

A corporation shall cause the following documents and registers to be kept:

1. A copy of the letters patent and of any supplementary letters patent issued to the corporation and of the memorandum of agreement, if any, or, if incorporated by special Act, a copy of the Act.
2. All by-laws and special resolutions of the corporation.
3. A register of shareholders or members in which are set out the names alphabetically arranged of all persons who are shareholders or members or have been within ten years shareholders or members of the corporation and the address of every such person while a shareholder or member and, in the case of a company, in which are set out also the number and class of shares held by each shareholder and the amounts paid up and remaining unpaid on their respective shares.
4. A register of directors in which are set out the names, addresses and callings of all persons who are or have been directors of the corporation with the several dates on which each became or ceased to be a director.

RETENTION PERIOD: Not stated. (Also refer to section 229 for corporations wound up under this Act).

### Section 332:

A corporation shall cause to be kept proper books of account and accounting records with respect to all financial and other transactions of the corporation and, without derogating from the generality of the foregoing, records of,

- (a) all sums of money received and disbursed by the corporation and the matters with respect to which receipt and disbursement took place;
- (b) all sales and purchases of the corporation;
- (c) the assets and liabilities of the corporation; and
- (d) all other transactions affecting the financial position of the corporation.

RETENTION PERIOD: Not stated. (Also refer to section 229 for corporations wound up under this Act).

CORPORATIONS INFORMATION ACT

S.O. 27 (1971)

Ministry of Consumer and  
Commercial Relations

Section 3:

- (1) Within two months after each anniversary, following the date upon which this section comes into force, of the date of its incorporation or amalgamation every corporation having its head or other office of carrying on any business, activity or service or a part thereof in Ontario, unless of a class exempted by the regulations, shall make out, verify and file with the Minister a return setting out as of the anniversary of the date of its incorporation or amalgamation,
  - (a) the name of the corporation;
  - (b) the date and manner of its incorporation or amalgamation;
  - (c) the jurisdiction in which the corporation was incorporated;
  - (d) whether or not the corporation is in operation;
  - (e) generally the actual undertaking of the corporation;
  - (f) the names and residence addresses, giving street and number, if any, of the directors and the date on which each became a director;
  - (g) the names and residence addresses, giving street and number, if any, of its president, secretary, treasurer and general manager and the date on which each became an officer;
  - (h) the location of its head office, giving street and number, if any;
  - (i) the date on which its last annual meeting was held;
  - (j) whether or not the corporation is offering its securities to the public within the meaning of subsection 9 of section 1 of The Business Corporations Act, and where the corporation is an extra-provincial corporation and is licensed to carry on business in Ontario, in addition,
  - (k) the name and office address of its attorney for service in Ontario;
  - (l) the name and office address of its chief officer or manager in Ontario;
  - (m) the location of its principal office in Ontario, and where the objects of a corporation are in whole or in part of a social nature, the annual return shall state the address of the premises of the corporation, giving the street and number, if any.
- (3) The return mentioned in subsection 1 shall be verified by the certificate of the president or a director of the corporation.
- (4) The corporation shall retain a duplicate of its latest return made under subsection 1 and.....

RETENTION PERIOD: Until return superceded by another.

CORPORATIONS TAX ACT

S.O. 143 (1972)

Ministry of  
Revenue

Section 177:

- (1) The Corporations Tax Act, being chapter 91 of the Revised Statutes of Ontario, 1970, applies to corporations in respect of all fiscal years ending before or during the year 1971 and this Act applies thereafter, provided that the provisions of this Act relating to the collection of taxes apply to the collection of taxes under The Corporations Tax Act and that the priority of tax under subsection 1 of section 94 of The Corporations Tax Act does not apply to property prescribed for the purposes of subsection 1 of section 167 of this Act.
- (2) Subject to subsection 1, The Corporations Tax Act, The Corporations Tax Amendment Act, 1971, The Corporations Tax Amendment Act, 1971 (No. 2) and The Corporations Tax Amendment Act, 1971 (No. 3) are repealed.

R.S.O. 91 (1970)

Section 89:

- (1) Every corporation that is required by this Act to pay taxes shall keep records and books of account, including an annual inventory kept in the prescribed manner, at its permanent establishment in Ontario or at such other place as is designated by the Minister, in such form and containing such information as will enable the taxes payable under this Act to be determined.
- (3) Every corporation required by this Section to keep records and books of account shall, until written permission for their disposal is obtained from the Minister, retain every such record or book of account and every account or voucher necessary to verify the information in any such records or books of account.

RETENTION PERIOD: Written permission from the Minister.

S.O. 143 (1972)

Section 162:

- (1) Every corporation that is required by this Act to pay taxes shall keep records and books of account, including an annual inventory kept in the same manner as is required for purposes of the Income Tax Act (Canada) and the regulations made thereunder at its permanent establishment in Ontario or at such other place as is designated by the Minister, in such form and containing such information as will enable the taxes payable under this Act to be determined.

CORPORATIONS TAX ACT

S.O. 143 (1972)

Ministry of  
Revenue

Section 162: (continued)

- (3) Every corporation required by this section to keep records and books of account shall, until written permission for their disposal is obtained from the Minister, retain every such book of account and every account or voucher necessary to verify the information in any such records or books of account.

RETENTION PERIOD: Written permission from the Minister.

THE COUNTY OF OXFORD ACT

S.O. 57 (1974)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 20:

- (1) The County Council shall appoint a clerk whose duty it is,  
(c) to keep in his office, or in the place appointed for that purpose, the originals of all by-laws and of all minutes of the proceedings of the County Council and its committees; and .....

RETENTION PERIOD: Permanent.

Section 21:

- (2) The clerk shall keep an index book in which he shall enter the number and date of all by-laws passed by the County Council that affect land or the use thereof in the County but do not directly affect the title to land.

RETENTION PERIOD: Not stated.

Section 22:

- (1) The County Council shall appoint a treasurer who shall keep the books, records and accounts,..... and preserve and file all accounts of the County.....

RETENTION PERIOD: Not stated.

THE COUNTY OF OXFORD ACT

S.O. 57 (1974)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 103:

- (1) Where a debenture contains or has endorsed upon it provisions to the following effect:  
This debenture, or any interest therein, is not, after a certificate of ownership has been endorsed thereon by the treasurer of this Corporation (or by such other person authorized by by-law of this Corporation to endorse such certificate of ownership), transferable except by entry by the treasurer (or by such other person so authorized) in the Debenture Registry Book of the Corporation at the .....,  
of .....  
the treasurer (or such other persons so authorized), on the application of the owner of the debenture or of any interest in it, shall endorse upon the debenture a certificate of ownership and shall enter in a book to be called the Debenture Registry Book, a copy of the certificate and of every certificate that is subsequently given, and shall also enter in such book a memorandum of every transfer of such debenture.

RETENTION PERIOD: Not stated.

CREDIT UNIONS ACT

R.S.O. 96 (1970)

Ministry of Consumer and  
Commercial Relations

Section 26:

- (1) Every credit union shall keep a register or list of members and shares.

RETENTION PERIOD: Not stated.

CRUP INSURANCE ACT

R.R.O. 144 (1970) (Apples)

Ministry of  
Agriculture and Food

Section 9:

- (3) Where in the opinion of the Commission, the insured person cannot provide adequate records for the preceding six years of production, the average yield and the experience ratio shall be determined by the Commission on such other basis as it may approve.

RETENTION PERIOD: Not stated.

## CROP INSURANCE ACT

R.O. 215/73 (Flue-Cured  
Tobacco)

Ministry of  
Agriculture and Food

### Section 9:

- (3) Where in the opinion of the Commission the insured person cannot provide adequate production records, the average farm yield shall be determined by the Commission on such other basis as it may approve.

RETENTION PERIOD: Not stated.

R.O. 104/74 (Pears)

### Section 9:

- (3) Where in the opinion of the Commission, the insured person cannot provide adequate records for the preceding six years of production, the average yield and the experience ratio shall be determined by the Commission on such other basis as it may approve.

RETENTION PERIOD: Not stated.

## CROWN TIMBER ACT

R.S.U. 102 (1970)

Ministry of  
Natural Resources

### Section 17:

Every licensee shall keep in connection with every cutting operation such records relating to the quantity of timber cut as are required by the Minister and such records shall be open at all times to the inspection of any officer or agent and shall at the end of each cutting season be delivered to an officer or agent.

RETENTION PERIOD: Not stated.

### Section 40:

- (1) It is the duty of every licensed scaler or holder of a special permit to measure in accordance with the authorized manual of scaling instructions all Crown timber that he is employed to measure, making only such deductions as are authorized by the manual, and to enter in a book of record, for the purpose of a return to the Department, the contents of the timber or pulpwood measured by him and the number of logs rejected as culls.

RETENTION PERIOD: Not stated.

DAY NURSERIES ACT

R.R.O. 160 (1970)

Ministry of  
Community and Social Services

Section 7:

- (2) The operator shall keep on the premises of the day nursery records maintained up to date and available for inspection at all times that shall include in respect of every child enrolled in the day nursery,
- (a) the name, home address and date of birth of the child;
  - (b) the names and home address of the parents or guardian of the child;
  - (c) the place at which a parent or guardian can be reached in case of emergency during the hours when the child is in the care of the day nursery;
  - (d) the date of admission of the child;
  - (e) the date of discharge of the child;
  - (f) particulars of the daily attendance of the child;
  - (g) particulars of the nutrition and monthly growth of every child who is under two years of age;
  - (h) measurement of the height and weight of the child;
  - (i) a record of the child's previous communicable diseases and immunization;
  - (j) recommendations for any necessary medical treatment;
  - (k) any special requirements in respect of diet, rest or exercise;
  - (l) the name and address of the family physician of the child and recommendations for individual programs for the mentally retarded in attendance.
- (as amended by R.O. 547/71).

RETENTION PERIOD: Not stated.

Section 8:

- (2) The time-table shall be available for inspection at all times and shall list the program of outdoor and indoor play, toilet and washroom routine, and meal and rest periods.

RETENTION PERIOD: Not stated.

R.O. 547/71

Section 10a:

- (3) A daily record signed by the supervisor or person having custody of the keys shall be kept of all prescription drugs and medications showing the amounts dispensed and the amounts on hand and in addition there shall be kept all records required under the Narcotic Control Act (Canada). (As amended by R.O. 148/74).

RETENTION PERIOD: Not stated.

## DEAD ANIMALS DISPOSAL ACT

R.S.O. 105 (1970)

Ministry of  
Agriculture and Food

### Section 7:

- (1) A collector shall make and keep for at least twelve months a record of the dead animals he collects and the disposal thereof as prescribed in the regulations.

RETENTION PERIOD: Twelve months.

- (2) An operator of a receiving plant shall make and keep for at least twelve months a record of the dead animals he receives and of the disposal thereof as prescribed in the regulations.

RETENTION PERIOD: Twelve months.

- (3) An operator of a rendering plant shall make and keep for at least twelve months a record of the dead animals he receives and of the disposal thereof as prescribed in the regulations.

RETENTION PERIOD: Twelve months.

- (4) A broker shall make and keep for at least twelve months a record of all meat obtained from dead animals received by him and of the disposal thereof as prescribed in the regulations (as amended by S.O. 1972 C. 60, S. 6).

RETENTION PERIOD: Twelve months.

## DENTISTRY ACT

R.O. 61/73

Ministry of  
Health

### Section 2:

- (1) The registrar shall establish and maintain a list of dentists participating in the low cost denture service.

RETENTION PERIOD: Not stated.

R.R.O. 163 (1970)

### Section 5:

- (1) There shall be a register of dental hygienists containing the names of persons who are entitled to registration under this By-law.

RETENTION PERIOD: Not stated.

DENTURE THERAPISTS ACT

S.O. 34/74

Ministry of  
Health

Section 4:

- (5) The Registrar shall maintain one or more registers in which is entered every person who is licensed to engage in the practice of denture therapy or the practice of supervised denture therapy,.....

RETENTION PERIOD: Not stated.

R.O. 42/75

Section 12:

Every licensee, except a licensee who is a supervised denture therapist, shall make and keep patient and financial records respecting his patients and the record for each patient shall contain not less than,

- (a) the patient's history;
- (b) the procedures used;
- (c) the prosthetic appliances or devices provided; and
- (d) the licensee's fees and charges made to the patient.

RETENTION PERIOD: Not stated.

DEPOSITS REGULATION ACT

R.R.O. 223 (1970)

Ministry of Consumer and  
Commercial Relations

Section 3:

Every person or corporation accepting or receiving deposits from members of the public shall maintain in Ontario a separate record for each depositor on a daily basis showing all the transactions completed and shall, in addition, maintain a control account on a daily basis reflecting such transactions and shall keep the supporting documents to such accounts, all in accordance with generally accepted accounting principles.

RETENTION PERIOD: Not stated.

DEPOSITS REGULATION ACT

R.R.O. 223 (1970)

Ministry of Consumer and  
Commercial Relations

Section 4:

Every person or corporation accepting or receiving deposits from members of the public shall maintain a daily detailed record of the assets segregated as required by subsection 1 of section 5 of the Act showing the cash on hand or deposited in any bank to which the Bank Act (Canada) applies and showing the principal amount, the acquisition date, the maturity date and the description of every short term security held.

RETENTION PERIOD: Not stated.

DISTRICT MUNICIPALITY OF MUSKOCA ACT

R.S.O. 131 (1970)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 18:

- (1) The District Council shall appoint a clerk, whose duty it is,
  - (c) to keep in his office or in the place appointed for that purpose, the originals of all by-laws and of all minutes of the proceedings of the District Council and its committees; and.....

RETENTION PERIOD: Not stated.

Section 19:

- (2) The clerk shall keep an index book in which he shall enter the number and date of all by-laws passed by the District Council that affect land or the use thereof in the District Area but do not directly affect the title to land.

RETENTION PERIOD: Not stated.

Section 20:

- (1) The District Council shall appoint a treasurer who shall keep books, records and accounts,.....and preserve and file all accounts of the District Corporation.....

RETENTION PERIOD: Not stated. (Also refer to section 125)

DRUGLESS PRACTITIONERS ACT

R.R.O. 228 (1970)

Ministry of  
Health

Section 2:

The secretary-treasurer shall maintain a register of persons admitted to practise as chiropractors.

RETENTION PERIOD: Not stated.

R.R.O. 231 (1970)

Section 2:

The secretary-treasurer shall maintain a register of persons admitted to practise as masseurs.

RETENTION PERIOD: Not stated.

R.R.O. 232 (1970)

Section 2:

The secretary-treasurer shall maintain a register of persons admitted to practise as osteopaths.

RETENTION PERIOD: Not stated.

Section 20:

The secretary-treasurer shall,

- (b) keep a true and accurate record of the minutes of all meetings of the Board;
- (d) keep a record of all osteopaths taking the examinations and the results of such examinations;
- (e) receive all moneys and securities and keep a proper record of all business transactions of the Board, the receipt and expenditure of all moneys and securities, and forthwith deposit all such moneys or securities received in such chartered bank as the Board selects;

RETENTION PERIOD: Not stated.

R.R.O. 233 (1970)

Section 2:

The secretary-treasurer shall maintain a register of persons admitted to practise as physiotherapists.

RETENTION PERIOD: Not stated.

## EDIBLE OIL PRODUCTS ACT

R.R.O. 234 (1970)

Ministry of  
Agriculture and Food

### Section 8:

- (1) Every manufacturer of a designated product shall keep records showing,
  - (a) the ingredients and the amounts thereof used in the manufacture of the designated product;
  - (b) the quantities of the designated product that he has manufactured, sold and retained in storage; and
  - (c) the names and addresses of all persons to whom he has sold the designated product.
- (2) Every wholesaler of a designated product shall keep records showing,
  - (a) the quantities of the designated product in storage and sold; and
  - (b) the names and addresses of persons to whom he has sold the designated product.
- (3) Every manufacturer or wholesaler shall maintain the records made under subsection 1 or 2, as the case may be, for a period of not less than twelve months.

RETENTION PERIOD: Not less than twelve months.

## EDUCATION ACT

S.O. 109 (1974)

Ministry of  
Education

### Section 119:

- (1) The clerk of every municipality shall keep entered in an index book (Form 1) and in alphabetical order, the name of every person who has given to him, or to any former clerk of the municipality, notice in writing that such person is a Roman Catholic and a supporter of a separate school in or contiguous to the municipality, as provided by sections 116, 122 and 123 or by former Acts respecting separate schools.
- (4) The clerk shall file and carefully preserve all such notices heretofore or hereafter received.

RETENTION PERIOD: Not stated.

### Section 123:

- (5) Every notice so given shall be kept by the clerk on file in his office and shall at all convenient hours be open to inspection and examination by any person entitled to examine or inspect a collector's roll.

RETENTION PERIOD: Not stated. (Refer to subsection 4).

EDUCATION ACT

S.O. 109 (1974)

Ministry of  
Education

Section 137:

- (1) The clerk of each municipality in which a Protestant separate school is established shall keep an index book to record the name of each Protestant who has declared himself to be a supporter of a Protestant separate school in the same manner mutatis mutandis as is provided for the keeping of an index of each Roman Catholic who has declared himself to be a supporter of a Roman Catholic separate school.
- (3) The clerk shall file and carefully preserve all notices given to the clerk of the municipality under sections 135 and 136.

RETENTION PERIOD: Not stated.

Section 146:

Every board shall,

- (4) fix the times and places for the meetings of the board and the mode of calling and conducting them, and ensure that a full and correct account of the proceedings thereat is kept;

RETENTION PERIOD: Not stated. (see section 171 (1))

Section 147:

- (1) A board may,
  - (36) institute a program of records management that will, subject to the regulations in respect of pupil records,
    - (i) provide for the archival retention by the board or the Archivist of Ontario of school registers, minute books of the board and its predecessors, documents pertaining to boundaries of school sections, separate school zones and secondary districts, original assessment and taxation records in the possession of the board and other records considered by the board to have enduring value or to be of historical interest, and
    - (ii) establish, with the written approval of the auditor of the board, schedules for the retention, disposition and eventual destruction of records of the board and of the schools under its jurisdiction other than records retained for archival use;

RETENTION PERIOD: Section recommends instituting a program of records management.

EDUCATION ACT

S.O. 109 (1974)

Ministry of  
Education

Section 171:

- (1) The secretary of a board is responsible for,
- (a) keeping a full and correct record of the proceedings of every meeting of the board in the minute book provided for that purpose by the board and ensuring that the minutes when confirmed are signed by the chairman or presiding member;

RETENTION PERIOD: Not stated (Refer to section 146 (4))

R.R.O. 191 (1970)

Section 16:

- (8) The head of a department shall,.....
- (e) retain on file up-to-date copies of outlines of courses of study with sufficient detail to permit the effective co-ordination of the courses of study;
  - (k) maintain a current inventory of the equipment in his department,.....

RETENTION PERIOD: Until obsolete.

R.O. 38/73

Section 2:

A pupil record shall consist of,

- (a) a record folder completed in accordance with this Regulation;

RETENTION PERIOD: (Refer to section 33)

- (b) achievement forms in respect of the pupil completed in accordance with this Regulation;

RETENTION PERIOD: (Refer to section 32)

- (c) documents, photographs and information in writing inserted in the record folder with the approval of the principal; and

RETENTION PERIOD: (Refer to section 31)

- (d) an index card referred to in section 6.

RETENTION PERIOD: (Refer to section 6 (3))

## EDUCATION ACT

R.O. 38/73

Ministry of  
Education

### Section 5:

- (2) Where a principal has established a pupil record in respect of a pupil, the record of progress through school of the pupil and any written information and documents that pertain to the pupil, that have not been inserted in the record folder and that are not records of attendance of pupils recorded in the register supplied by the Minister or recorded in such other manner as is approved by the Minister, shall be destroyed,
- (a) where the pupil or his parent or guardian has examined the pupil record, forthwith; or
  - (b) where the pupil or his parent or guardian has not examined the pupil record, after the expiration of six months from the establishment of the pupil record.

RETENTION PERIOD: (b) Six months from establishment of pupil record.

### Section 6:

- (1) The principal shall establish and maintain an index card for each pupil enrolled in the school and on such index card shall be recorded,
- (a) the full name of the pupil as recorded on the record folder;
  - (b) the sex of the pupil;
  - (c) the social insurance number of the pupil where the social insurance number is provided by the pupil;
  - (d) the date of birth of the pupil and the source of verification thereof;
  - (e) the name of the father and mother of the pupil or the name of the guardian of the pupil where applicable;
  - (f) the name and address of the receiving school to which the pupil transfers and the date the pupil record in respect of the pupil is transferred to such receiving school;
  - (g) the address of the pupil at the date he transfers from the school or at the date the pupil retires from school; and
  - (h) the name and address of the school or such other means of identification thereof as may be sufficient to identify the source of the index card.

EDUCATION ACT

R.O. 38/73

Ministry of  
Education

Section 6: (continued)

- (3) The index card referred to in subsection 1 shall remain at the school during the period the pupil is enrolled at the school and, where the pupil transfers to another school or to a private school or retires from school, the index card shall be stored at the school from which he transfers or retires, or at a central records office provided by the board, for a period of seventy years from the date upon which the pupil transfers to another school or to a private school, or retires from school, as the case may be.

RETENTION PERIOD: Seventy years from date of transfer or retirement from school.

Section 31:

Where a pupil retires from school or from a private school that maintains a pupil record in respect of the pupil and the pupil, where he has attained the age of eighteen years, or his parent or guardian where the pupil has not attained such age, so requests, the principal shall give to the pupil or his parent or guardian, as the case may be,

- (a) a true copy of Part C of the record folder in respect of the pupil; and  
(b) exclusive of the achievement forms, the information and materials that are stored in the record folder, and where the information and materials referred to in clause b are not requested by the pupil or by his parent or guardian, as the case may be, within ninety days after the retirement of the pupil, they shall forthwith be destroyed.

RETENTION PERIOD: Destroyed ninety days after retirement of pupil.

Section 32:

The achievement forms retained in a record folder in respect of a pupil may be destroyed after three years next following the year in which the pupil retires from school or from a private school that maintains a pupil record in respect of the pupil.

RETENTION PERIOD: Destroy three years following the year of retirement.

Section 33:

- (1) Subject to subsection 3, a record folder in respect of a pupil shall be retained by the board,

## EDUCATION ACT

R.O. 38/73

Ministry of  
Education

### Section 33: (continued)

- (a) in the school attended by the pupil immediately before his retirement from school; or
- (b) in a central records office maintained by the board that operated the school referred to in clause a, for a period of seventy years from the year in which the pupil retires from school.

RETENTION PERIOD: Seventy years from year of retirement.

- (2) Where a pupil retires from a private school that maintains a pupil record in respect of the pupil, the private school, after a period of three years next following the year in which the pupil retires from the private school, may, where the sending school in respect of that pupil is not a private school, return the record folder to the sending school, in which case subsection 1 applies as if such sending school were the school attended by the pupil immediately before his retirement from school and, where the private school does not return the record folder to the sending school, subsections 1 and 3 shall apply mutatis mutandis to the private school in respect of such record folder.

RETENTION PERIOD: Seventy years from date of retirement.

- (3) Where a record folder in respect of a pupil has been microrecorded in a manner that permits a reproduction to be printed, the record folder may be destroyed after three years following the year in which the pupil retires from school or from a private school that maintains a pupil record in respect of that pupil and the microrecording shall be retained for a period of seventy years after the retirement of the pupil.

RETENTION PERIOD: Retain hard copy for three years following year of retirement.

Retain microrecord for seventy years after retirement.

## THE ELDERLY PERSONS CENTRES ACT

R.S.O. 235 (1970)

Ministry of  
Community and Social Services

### Section 9:

An approved corporation shall in respect of every approved centre operated by it,.....

- (d) keep separate books of accounts,

THE ELDERLY PERSONS CENTRE ACT

R.S.O. 235 (1970)

Ministry of  
Community and Social Services

Section 9: (continued)

- (d) (i) setting forth the revenues and expenditures of the centre,  
(ii) containing a separate record of the moneys received by the centre from sources other than under the Act, and .....
- (as amended by R.O. 40/72, R.O. 203/73)

RETENTION PERIOD: Not stated.

ELECTION FINANCES REFORM ACT, 1975

Bill 3

Legislative Assembly

Section 21:

- (3) Any publisher who publishes a political advertisement shall maintain records for a period of two years after the date of publication setting forth such advertisement, the charge therefor and any material relating to identification furnished to him in connection therewith and shall permit the public to inspect such records during normal office hours.

RETENTION PERIOD: Two years after publication.

Section 34:

- (4) The chief financial officer of a political party, constituency association and candidate registered under this Act in relation to the affairs of the party, constituency association or candidate who appointed him, shall be responsible for ensuring that,
- (a) proper records are kept of all receipts and expenditures;

RETENTION PERIOD: Not stated.

## ELEVATORS AND LIFTS ACT

R.R.O. 239 (1970)

Ministry of Consumer and  
Commercial Relations

### Section 8:

- (1) The owner of every rope tow or ski lift shall ensure that,.....
  - (h) a permanent record is maintained in the form of a daily log book that,.....
    - (iii) contains a record of all inspections, repairs, alterations, accidents, weather conditions affecting safety of passengers on the tow or lift and other matters pertaining to operation and maintenance;

RETENTION PERIOD: Permanent.

## EMBALMERS & FUNERAL DIRECTORS ACT

R.R.O. 240 (1970)

Ministry of  
Health

### Section 26:

- The registrar shall keep a register containing separate lists of the names and addresses and the place of business or employment of,
- (a) licensed funeral directors;
  - (b) licensed embalmers;
  - (c) holders of certificates of qualification who are not licensed;
  - (d) registered students; and
  - (e) holders of permits,.....

RETENTION PERIOD: Not stated.

## EMPLOYMENT AGENCIES ACT

R.R.O. 241 (1970)

Ministry of  
Labour

### Section 16:

An employment agency shall issue a receipt for all money received for its services showing the service for which the money was paid and shall retain a duplicate copy of the receipt in its records.

RETENTION PERIOD: Not stated.

## EMPLOYMENT AGENCIES ACT

R.R.O. 241 (1970)

Ministry of  
Labour

### Section 18:

In addition to any other records required to be kept by an employment agency, every employment agency shall make and keep records showing,

- (a) the name, address and qualifications of each person whose application for employment is accepted by the employment agency;
- (b) the name and address of each person from whom the employment agency has received a request for a person for employment; and
- (c) in the case of,
  - (i) a Class A employment agency, the name and address of every person whom the agency procures for employment and the name and address of the employer for whom such person is procured and the amount of fee, reward or other remuneration paid by each such employer to the employment agency, and
  - (ii) a Class B, C or D employment agency, the name and address of every person for whom employment has been procured and the amount of fee, reward or other remuneration paid by each such person to the employment agency and the name and address of the employer of each person for whom employment has been procured.

RETENTION PERIOD: Not stated.

## EMPLOYMENT STANDARDS ACT

S.O. 112/74

Ministry of  
Labour

### Section 11:

- (1) An employer shall,

- (a) make and keep in Ontario or in a place out of Ontario authorized by the Director for a period of twenty-four months after work is performed or services are supplied by an employee complete and accurate records in respect of the employee showing,
  - (i) the employee's name and address,
  - (ii) the employee's date of birth, if the employee is a student under eighteen years of age,
  - (iii) the number of hours worked by the employee in each day and week,

EMPLOYMENT STANDARDS ACT

S.O. 11Z/74

Ministry of  
Labour

Section 11: (continued)

- (1) (a) (iv) the employee's wage rate and gross earnings,  
(v) the amount of each deduction from the wages  
of the employee and the purpose for which  
each deduction is made,  
(vi) any living allowance or other payment to  
which the employee is entitled,  
(vii) the net amount of money being paid to the  
employee, and  
(viii) any documents or certificates relating to  
pregnancy leave under Part XI; and.....

RETENTION PERIOD: Two years after work performed is completed.

- (b) make and keep in Ontario or in a place out of  
Ontario authorized by the Director for a period  
of five years after work is performed by an em-  
ployee complete and accurate records in respect  
of the employee showing,  
(i) the employee's name and address,  
(ii) the date of commencement of employment and  
the anniversary date thereof, and  
(iii) the employee's wages during each pay period  
and the vacations with pay or payment under  
section 31.
- (2) Subclause iii of clause a of subsection 1 does not apply  
in respect of the salaried employees of an employer who  
perform work of a clerical or administrative nature  
where the employer makes and keeps a record showing  
the number of hours worked by such employees in excess  
of eight hours a day and forty-four hours a week.

RETENTION PERIOD: Five years after work is performed.

Section 16:

- (4) Every employer shall keep a register and enter therein  
the name and address of every homeworker to whom the  
employer gives homework, and the wages paid therefor.

RETENTION PERIOD: Not stated.

## ENERGY ACT

R.O. 15/71

Ministry of  
Energy

### Section 10:

Every company shall make and maintain available for inspection at any time by an inspector, at the nearest location from which the pipe line is operated,

- (a) up-to-date and legible plans of each pipe line, showing the location thereon of all valves and other works pertaining thereto, and identifying those valves designated as emergency valves;
- (b) up-to-date details, showing the daily progress of all pipe line construction in the area; and
- (c) valve records with complete information as to the dates of inspection, maintenance and current intended operating position, whether open or closed.

RETENTION PERIOD: Not stated.

R.R.O. 254/70

### Section 5:

- (3) The distributor and the person in charge of the establishment referred to in subsection 2 shall keep records in a form acceptable to the Director of the inspection made under subsections 1 and 2 for a period of not less than twelve years from the date of the inspection.  
(as amended by R.O. 296/72, section 6).

RETENTION PERIOD: Twelve years from date of inspection.

R.R.O. 283/70

### Section 5:

- (1) Every company shall submit to and file with the Director for a manual that shall include,
  - (a) the company's plan of operating and maintenance procedures; and
  - (b) the company's current typical plans, construction specifications and material specifications for the construction and installation of pipe lines and consumer meters, for the exposure of buried piping and for the setting of consumer regulators.
- (2) Every company shall review the manual referred to in subsection 1, at least once annually, make necessary revisions thereto and inform the Director, in writing, of any revisions. (as amended by R.O. 15/71, section 3 and R.O. 297/72, section 4).

RETENTION PERIOD: Not stated.

## ENVIRONMENTAL PROTECTION ACT

R.O. 229/74

Ministry of  
the Environment

### Section 26:

The following are prescribed as standards for the operation of a Class 7 sewage system:

- (c) a person who holds a licence under section 61 of the Act for the operation of a Class 7 sewage system shall keep daily records of,
- (i) the premises from which sewage is collected and the amounts of sewage collected therefrom, and
  - (ii) the disposal site or disposal sites at which the sewage is discharged or disposed of and the amounts of sewage discharged or disposed of at those sites;.....

RETENTION PERIOD: Not stated.

## FARM PRODUCTS GRADES AND SALES ACT

R.R.O. 289 (1970)

Ministry of  
Agriculture and Food

### Section 4:

- (1) Subject to section 5, a licence as an operator in Form 2 is issued upon condition that, where apples are delivered to the operator for storage as controlled-atmosphere apples, the operator,
- (e) keeps in a convenient location near each compartment in which apples are in storage an accurate daily record in Form 5 in respect of that compartment;
- (f) keeps a record of the capacity of each compartment, the identification of each lot of apples, and the quantity of each lot of apples in storage;

RETENTION PERIOD: Not stated.

## FARM PRODUCTS MARKETING ACT

R.R.O. 300 (1970) (Apples)

Ministry of  
Agriculture and Food

### Section 8:

Subject to sections 4, 5 and 6 the Board delegates to the Commission its power to make regulations with respect to apples,.....

- (i) requiring any person who produces and processes apples to furnish to the Commission statements of the amounts of apples that he produced in any year and used for processing;.....

RETENTION PERIOD: Not stated.

FARM PRODUCTS MARKETING ACT

R.R.O. 305 (1970) (Asparagus) Ministry of  
Agriculture and Food

Section 6:

The Board delegates to the local board its powers to make regulations with respect to asparagus,.....

- (h) requiring any person who produces and processes asparagus to furnish to the local board statements of the amounts of asparagus that he produced in any year and used for processing;.....

RETENTION PERIOD: Not stated.

R.R.O. 311 (1970) (Broiler or Roaster Chickens)

Section 11:

- (1) Any person who produces and processes broiler chickens or roaster chickens shall, not later than the 31st day of January in any year, furnish to the local board a statement of the amount of broiler chickens or roaster chickens he produced and used for processing in the preceding year. (as amended by R.O. 463/72, section 12).

RETENTION PERIOD: Not stated.

R.R.O. 312 (1970)

Section 7:

The secretary of a local board shall,

- (c) keep a record of,  
      (i) all business transactions of the local board,  
      (ii) all orders, directions or determinations of the local board,  
      (iii) all reports of committees that are from time to time appointed by the local board, and  
      (iv) all annual statements and financial auditor's reports;  
(d) maintain at the head office of the local board true copies of all regulations of the local board and shall permit any person to inspect the regulations without charge during the normal business hours of the local board; and.....

RETENTION PERIOD: Not stated.

Section 8:

The treasurer of a local board shall,.....

- (c) keep full and accurate books of account in which shall be recorded all receipts and disbursements of the local board;.....

RETENTION PERIOD: Not stated.

FARM PRODUCTS MARKETING ACT

R.R.O. 324 (1970) (Grapes)

Ministry of  
Agriculture and Food

Section 7:

The Farm Products Marketing Board delegates to the local board its powers to make regulations with respect to grapes,.....

- (g) requiring any person who produces and processes grapes to furnish to the local board statements of the amounts of grapes that he produced in any year and used for processing;.....

RETENTION PERIOD: Not stated.

R.R.O. 328 (1970) (Hogs)

Section 7:

The Board delegates to the local board its powers to make regulations with respect to hogs,.....

- (i) requiring any person who produces and processes hogs to furnish to the local board statements of the amounts of hogs that he produced in any year and used for processing;.....

RETENTION PERIOD: Not stated.

Section 12:

Where the local board sells hogs under the powers vested under subsection 1 of section 11, the method or methods of selling hogs are subject to the following limitations;

- (4) the local board shall make and keep for at least one year a record of the sale of every lot of hogs sold showing,  
(a) the number of hogs in the lot;  
(b) the location of the hogs at the time of the sale;  
(c) the name and address of the buyer; and  
(d) the price at which the hogs were sold.

RETENTION PERIOD: One year.

R.R.O. 331 (1970) (Onions)

Section 5:

The Board delegates to the local board its powers to make regulations with respect to onions,.....

- (g) requiring any person who produces and processes onions to furnish to the local board statements of the amounts of onions that he produced in any year and used for processing;.....

RETENTION PERIOD: Not stated.

## FARM PRODUCTS MARKETING ACT

R.R.O. 335 (1970) (Soya-beans) Ministry of  
Agriculture and Food

## Section 11:

The Board delegates to the local board its powers to make regulations with respect to soya-beans,

- (a) requiring any person who produces and processes soya-beans to furnish to the local board statements of the amounts of soya-beans that he produced in any year and used for processing;.....  
(as amended by R.O. 439/73, section 11).

(as amended by R.O. 439/73, section 11).

RETENTION PERIOD: Not stated.

R.R.O. 341 (1970) (Tobacco)

## Section 4:

The Board delegates to the local board its powers to make regulations with respect to tobacco,.....

- (j) requiring any person who produces and processes tobacco to furnish to the local board statements of the amounts of tobacco that he produced in any year and used for processing;.....

RETENTION PERIOD: Not stated.

R.O. 594/72 (Eggs)

## Section 5:

The Board delegates to the local board its powers to make regulations with respect to eggs and hatching eggs,.....

- (g) requiring any person who produces and processes eggs or hatching eggs to furnish to the local board statements of the amounts of eggs and hatching eggs that he produced in any year and used for processing.

RETENTION PERIOD: Not stated.

NOTE: For exception refer to R.O. 634/74, section 1.

R.O. 413/73 (Wheat)

## Section 6:

- (1) Any person who produces and processes wheat shall, not later than the 15th day of January in any year, furnish to the local board a statement of the amount of all wheat that was produced by him and used for processing by him in the preceding year and shall state when such wheat was produced.

RETENTION PERIOD: Not stated.

FARM PRODUCTS MARKETING ACT

R.O. 185/74

Ministry of  
Agriculture and Food

Section 5:

Notwithstanding section 4, the Board may retain for its own use all files, correspondence, minute books and other records and documents of the local board as it considers proper.

RETENTION PERIOD: Not stated.

R.O. 436/74 (Burley Tobacco)

Section 4:

The Board delegates to the local board its powers to make regulations with respect to burley tobacco,.....

(f) requiring any person who produces and processes burley tobacco to furnish to the local board statements of the amounts of burley tobacco that he produced in any year and used for processing;.....

RETENTION PERIOD: Not stated.

FUR FARMS ACT

R.O. 255/72

Ministry of  
Agriculture and Food

Section 3:

Every operator of a fur farm shall make and keep records containing such details of his operation as are required for the completion of the Fur Farm Report in Form 3.

RETENTION PERIOD: Not stated.

GAME & FISH ACT

R.R.O. 357 (1970)

Ministry of  
Natural Resources

Section 8:

The holder of a licence in Form 1 shall complete Form 4 in quadruplicate in respect of each bobwhite quail, bobwhite quail egg, pheasant or pheasant egg sold and shall,.....

(c) retain the quadruplicate original in the book in which Form 4 is supplied.

RETENTION PERIOD: Not stated.

GAME & FISH ACT

R.R.O. 367 (1970)

Ministry of  
Natural Resources

Section 19:

- (2) Books supplied by the Department containing Forms 14 and 15 shall be,
  - (a) retained on the premises designated on the licence by the holder of a licence in Form 10;
  - (b) carried by the holder of a licence in Form 11 or 12 when purchasing or selling pelts; and
  - (c) retained by the licensee for not less than two years after the licence expires.

RETENTION PERIOD: Two years after licence expires.

Section 23:

- (1) The holder of a licence in Form 16 shall keep a book and record therein the names and addresses of persons from whom he has received pelts, the dates the pelts were received and a description thereof.
- (2) The book shall be,
  - (b) retained by the licensee for at least one year after the licence expires.

RETENTION PERIOD: One year after licence expires.

Section 28:

- (1) The holder of a licence in Form 22 shall keep books and record therein such details of his operations under the licence as are required to complete the report in Form 23.

RETENTION PERIOD: Not stated.

R.R.O. 368 (1970)

Section 7:

The holder of a licence in Form 1 shall,

- (a) maintain a daily register of names, addresses and hunting licence numbers of all persons hunting on the game bird hunting preserve, and the number of bobwhite quail and pheasants removed from the preserve by each of such persons;
- (b) retain the daily register for a period of two years following the expiry date of the licence; and.....

RETENTION PERIOD: Two years following expiry date of licence.

## GASOLINE HANDLING ACT

R.R.O. 380 (1970)

Ministry of Consumer and  
Commercial Relations

### Section 6:

- (42) Subject to subsection 43, to facilitate early detection of hidden leaks, the operators of bulk plants and of other facilities having above ground tanks shall,.....  
(b) maintain for each tank a permanent record of gauge or dip readings;  
(d) retain the records required by clause b for at least two years.

RETENTION PERIOD: Two years.

### Section 7:

- (37) The installation of underground storage tanks, lines and dispensing equipment,  
(a) in all new gasoline and associated product storage and handling outlets, including marinas; and  
(b) in all such outlets being excavated for inspection or major repairs,  
shall conform with the following requirements:  
1. Where a tank is to be installed underground,  
(d) after the tank has been positioned in the excavation and before it is put into use, the tank and the vent shall each be subjected to a recorded 5 psig pressure test with air or nitrogen, and,  
(v) the records of the pressure test shall be certified by the owner or his authorized representative and shall be retained by the owner available for inspection, and.....

RETENTION PERIOD: Not stated.

2. Underground lines connected to a tank,  
(o) shall be pressure tested in accordance with clause k and the owner or his authorized representative shall certify on the records of the test that the tests have been made and the lines have been proven tight and the records shall be retained by the owner for a period of two years from the date of the test and shall be available for inspection.  
(as amended by R.O. /34/73 section 5).

RETENTION PERIOD: Two years from date of test.

## GASOLINE HANDLING ACT

R.R.O. 380 (1970)

Ministry of Consumer and  
Commercial Relations

### Section 8:

- (33) To facilitate the early detection of an underground leak the operator of a service station or other facility having an underground tank shall,.....
  - (c) maintain a record for each tank to provide a permanent record of gauge, dip and water dip readings;
  - (d) reconcile gauge or dip readings daily in other than bulk plants with meter readings;
  - (g) retain all gauge, dip and water dip records for at least two years. (as amended by R.O. 586/72 section 12).

RETENTION PERIOD: Two years.

- (35) The owner or his authorized representative shall certify on the record that he has witnessed all tests and repairs required by subsection 34 and the records shall be retained by the owner for a period of two years from the date of the test and shall be available for inspection. (as amended by R.O. 586/72, section 12).

RETENTION PERIOD: Two years from date of test.

### Section 9:

- (10) Regardless of location, underground storage tanks for gasoline and associated products that are not in use shall be handled as follows:
  - 1. If the disuse is temporary and will not exceed 180 days, the owner of the tank or tanks shall,
    - (b) arrange for monthly gauging of each tank and maintain a record of such gauge readings, and hold the record available for Departmental inspection; and.....
  - 2. If the disuse is temporary and will exceed 180 days, the owner of the tank or tanks shall,
    - (c) If Class II product is used as referred to in subclause i of clause b, arrange for monthly gauging of each tank and maintain a record of such gauge readings, and keep the record available for Departmental inspection; and.....

GASOLINE HANDLING ACT

R.R.O. 380 (1970)

Ministry of Consumer and  
Commercial Relations

Section 9: (continued)

- (10) 5. The owner of the tank or his authorized representative shall certify on the record that he has witnessed all tests and repairs required by this section and the record shall be retained by the owner for a period of two years from the date of the test and shall be available for inspection.  
(as amended by R.O. 734/73).

RETENTION PERIOD: Two years from date of test.

- (14) Notwithstanding subsection 10, operators of underground storage facilities that are operated on a seasonal basis shall,  
(a) at the close of each season of operation,  
    (i) dip each tank, maintain a record of such dips and hold the dip record available, and  
    (ii) securely fasten all fill pipe and gauge pipe covers, dispensing facilities and power controls;  
(b) prior to the start of an operating season dip each tank and reconcile the readings thereof with the dip readings recorded in subclause i of clause a; and.....  
(25) The owner of the fire extinguishers referred to in subsections 18, 19, 20, 22 and 23 shall maintain their approval by,  
(c) when the recharging or inspection of the fire extinguishers has been completed, having a tag or label, that shall remain legible for at least one year, affixed to each extinguisher so as to indicate,  
    (i) the month and year of the inspection or recharging,  
    (ii) the identification of the recharging material used,  
    (iii) the initials or special mark of the examiner, and  
    (iv) the company identification of the examiner.

RETENTION PERIOD: One year.

## GASOLINE TAX ACT

R.O. 99 (1973)

Ministry of  
Revenue

### Section 11:

Every applicant for refund of tax paid shall keep records and books of account in such form and containing such information as will enable the accurate determination of the amount refundable to him.

RETENTION PERIOD: Not stated.

### Section 15:

- (1) Every collector, importer, wholesaler or retailer shall keep at his principal place of business records and books of account in such form and containing such information as will enable the accurate determination of the taxes collectable or payable under this Act.
- (2) Every collector and importer shall, until written permission for their disposal is received from the Minister, retain every such record or book of account and every account or voucher necessary to verify the information in any such record or book of account.

RETENTION PERIOD: Until written permission of the Minister is received. (Refer to section 15(2)).

## GENERAL WELFARE ASSISTANCE ACT

R.R.O. 383 (1970)

Ministry of  
Community and Social Services

### Section 8:

- (1) Where in any month a welfare administrator grants assistance, he shall,.....
  - (b) complete a separate statement of account for each recipient to whom or on whose behalf assistance has been paid during that month and retain the statement in his files.

RETENTION PERIOD: Not stated.

## GRAIN ELEVATOR STORAGE ACT

R.S.O. 195 (1970)

Ministry of  
Agriculture and Food

### Section 11:

- (1) Every grain elevator operator shall keep copies of all weigh-tickets issued to each producer in a separate account kept for that purpose only, until he issues grain storage receipts for the full amount of the weigh-tickets.
- (2) No person shall issue a grain storage receipt or weigh-ticket without making and keeping a complete record of the matters recorded thereon.

RETENTION PERIOD: Not stated.

## HEALTH INSURANCE ACT

R.O. 323/72

Ministry of  
Health

### Section 5:

- (1) Each employee mentioned in section 4 shall complete a request for exemption in the prescribed form, in duplicate, and the employer shall forward one copy to the General Manager and shall retain the other copy for the duration of the employee's employment.

RETENTION PERIOD: Duration of employment.

### Section 20:

An employer shall retain and produce at the request of any member or former member of his group a record of the health insurance number that was assigned by the General Manager to the member, and the record shall be maintained for a period of six months from the time the member ceased to be a member or the group was terminated.

RETENTION PERIOD: Six months from termination of member or group.

## HIGHWAYS IMPROVEMENT ACT

S.O. 201 (1971)

Ministry of Transportation  
and Communications

### Section 102:

Where a subsidy is applied for under this Act, vouchers covering all expenditures in respect of which the subsidy is applied for shall be furnished to the Minister in a form satisfactory to him and the Minister may require the production of any book, statement or other document respecting the subsidy.

RETENTION PERIOD: Not stated.

HIGHWAY TRAFFIC ACT

R.S.O. 202 (1970)

Ministry of Transportation  
and Communications

Section 36:

- (1) All persons who buy, sell, wreck or otherwise deal in secondhand motor vehicles or bicycles shall keep a correct record of all motor vehicles and bicycles bought, sold or wrecked and of such information as will enable such motor vehicles and bicycles to be readily identified, and shall transmit within six days to the Department, on forms furnished by the Department, a statement of each motor vehicle bought, sold or wrecked by them and such information with reference thereto as may be required by the Department.

RETENTION PERIOD: Not stated.

R.O. 477/74

Section 16:

Every licensee shall keep on the licensed premises,

- (a) a copy of each certificate issued by the licensee for a period of two years from the date of issue; and  
(b) a written record of all persons authorized from time to time by the licensee to countersign certificates on behalf of the licensee for a period of two years from the date of termination of such authority.

RETENTION PERIOD: (a) Two years from date of issue.  
(b) Two years from date of termination.

R.O. 731/73

Section 2:

Every holder of a licence referred to in section 1 shall keep records prescribed in subsection 1 of section 36 of the Act in the book supplied by the Ministry for that purpose.

RETENTION PERIOD: Not stated.

HOMEMAKERS AND NURSES SERVICES ACT

R.R.O. 436 (1970)

Ministry of  
Community and Social Services

Section 8:

- (1) Where in any month a municipality or a council of a band pays fees for the services of homemakers or nurses for persons whose financial circumstances as determined by this Regulation do not permit them to pay in full the fees for such services, the welfare administrator shall,.....
  - (b) complete a statement of the amount paid by the municipality or the council of the band for each recipient and the amount paid by the recipient during that month and retain the statement in his files.

RETENTION PERIOD: Not stated.

HOMES FOR THE AGED AND REST HOMES ACT

R.R.O. 439 (1970)

Ministry of  
Community and Social Services

Section 5:

An administrator,

- (c) shall ensure that each applicant is interviewed upon admission to the home and that a written record is kept of any relevant information disclosed by the applicant;
- (d) shall ensure that a written record is kept of clothing, valuables and other personal effects brought by the applicant to the home upon admission or acquired by him from time to time after admission;
- (e) shall ensure that the forms required under the Act and this Regulation in respect of the admission are properly completed and that a written record is kept of illnesses, transfers, discharges and deaths of residents;
- (f) is responsible for the receipt from, and the disbursement to, residents of moneys held for residents in the trust account established under section 33 and for keeping a written record of all those receipts and disbursements;
- (1) shall ensure that a separate written record is kept of special diets for residents prescribed by the physician for the home or the attending physician under subsection 9 of section 18;

RETENTION PERIOD: Not stated.

HOMES FOR THE AGED AND REST HOMES ACT

R.R.O. 439 (1970)

Ministry of  
Community and Social Services

Section 6:

- (7) A daily record signed by the registered nurse of the home shall be kept of all prescription drugs referred to in clauses a and b of subsection 1, showing the amounts dispensed, and the amounts on hand and in addition there shall be kept all records required under the Narcotic Control Act (Canada).

RETENTION PERIOD: Not stated.

Section 10:

- (1) The board or the committee of management of a home, as the case may be, shall ensure that,  
(h) a written record is kept of inspections and tests of fire equipment, fire drills, fire alarm system, the heating system and chimneys;

RETENTION PERIOD: Not stated.

Section 15:

- (1) The records of a home shall include,  
(a) a separate file for the documents of each resident;  
(b) adequate books of account and ledgers;  
(c) a complete inventory of furnishings and equipment;  
(d) where the home operates a farm, a record of produce purchased therefrom in accordance with section 35; and  
(e) a record of the trust account set up by the home under section 33.

RETENTION PERIOD: Not stated.

- (2) The board or committee or management of a home, as the case may be, shall ensure,  
(a) that the records of the inventory referred to in clause c of subsection 1 are,  
    (i) maintained on a continuing basis,  
    (ii) up-to-date, and  
    (iii) available for inspection by a provincial authority at any time;  
(f) a written report of each annual inspection is kept in the records of the home, showing any discrepancies between the records of the inventory and the actual furnishings and equipment on hand in the home at the time of the inspection.

RETENTION PERIOD: Not stated.

## HOMES FOR THE AGED AND REST HOMES ACT

R.R.O. 439 (1970)

Ministry of  
Community and Social Services

### Section 18:

- (8) Within seven days of the resident's admission thereto, the physician for the home or the attending physician shall make a detailed written report in Form 5 of the results, including any recommendation pertaining thereto, of the medical examination of the resident made at the time of admission, and thereafter shall make a written report of each subsequent medical examination in Form 5 and the report shall be kept with the other records of the resident.

RETENTION PERIOD: Not stated.

### Section 33:

- (4) The administrator shall keep a separate book of account showing all deposits to, and withdrawals from, the trust account, the name of the resident for whom the deposit or withdrawal is made, and the date of each deposit or withdrawal.

RETENTION PERIOD: Not stated.

## HOMES FOR RETARDED PERSONS ACT

R.R.O. 437 (1970)

Ministry of  
Community and Social Services

### Section 5:

- In every approved home, the board shall ensure that,
- (h) a written record is kept of inspections and tests of fire equipment, fire drills, the fire alarm system, the heating system and chimneys;

RETENTION PERIOD: Not stated.

### Section 13:

- (7) The physician for the approved home or the attending physician shall make a detailed written report of the results of each medical examination of a resident and any recommendation pertaining thereto and the report shall be kept along with the other records of the resident.

RETENTION PERIOD: Not stated.

### Section 19:

- (1) The superintendent or board of an approved home or auxiliary residence shall keep a written record and file for each resident. (as amended by R.O. 439/74, section 14(1)).

RETENTION PERIOD: Not stated.

HOMES FOR RETARDED PERSONS ACT

R.R.O. 437 (1970)

Ministry of  
Community and Social Services

Section 20:

- (1) Every corporation shall keep separate books of account for each approved home and separate books of account for the auxiliary residences maintained and operated by it.

RETENTION PERIOD: Not stated.

HOMES FOR SPECIAL CARE ACT

R.R.O. 438 (1970)

Ministry of  
Health

Section 7:

- In every approved home, the administrator,  
(c) shall ensure that..... a written record is kept of illnesses, transfers, discharges and deaths of residents.

RETENTION PERIOD: Not stated.

Section 8:

- The administrator of an approved home shall ensure that,  
(d) a written record is kept of inspections and tests of the fire equipment, the fire-alarm system, the heating system and chimneys;

REIENTION PERIOD: Not stated.

Section 24:

- The administrator of a licensed residential home shall ensure that,  
(d) a written record is kept of inspections and tests of the fire equipment, the fire alarm system, the heating system and chimneys;

RETENTION PERIOD: Not stated.

Section 26a:

- The administrator of an approved home, or a licensed nursing home or a licensed residential home shall,  
(c) maintain a separate book of account showing all deposits to and withdrawals from the trust account, the name of the resident for whom such deposit or withdrawal is made and the date of each deposit or withdrawal;

## HOMES FOR SPECIAL CARE ACT

R.R.O. 438 (1970)

Ministry of  
Health

### Section 26a: (continued)

- (f) with respect to each resident on whose behalf money is deposited in the trust account to the credit of such resident, retain in his possession for a period of not less than six years,
- (i) the deposit books, deposit slips, passbooks, monthly bank statements, cheque books and cancelled cheques applicable to the trust account referred to in clause a,
  - (ii) the book of account referred to in clause c,
  - (iii) the written receipts referred to in clause d, and
  - (iv) the written instructions of the trustee referred to in clause e.

(as amended by R.O. 251/71 and R.O. 57/72).

RETENTION PERIOD: Six years.

### Section 35:

The administrator of an approved home or a licensed nursing home shall keep or cause to be kept a written record for each resident that shall set forth,

- (a) a detailed report on the medical history of the resident before admission and all physical and mental examinations, and all illnesses and accidents after admission;
- (b) observations on the conduct and behaviour of the resident while in the home;
- (c) where a resident is discharged from the home, the name and address of the person in whose charge the resident was placed at the time of discharge or the name and address of the institution to which the resident was discharged; and
- (d) where a resident dies, a report of the time, date and circumstances of the death and the name and address of the person, if any, who claims the body.

RETENTION PERIOD: Not stated.

## HOTEL FIRE SAFETY ACT

R.O. 366/71

Ministry of  
the Solicitor General

### Section 65:

- (3) A record, indicating the date and time of a fire alarm test and the name of the inspector or a member of the local fire department present shall be kept on the premises.

RETENTION PERIOD: Not stated.

THE HOTEL REGISTRATION OF GUESTS ACT

R.S.O. 212 (1970)

Ministry of  
the Attorney General

Section 2:

A register shall be kept in every hotel in which shall be entered the name and usual place of residence of every person admitted as a guest in the hotel and occupying a room therein alone or with another person.

RETENTION PERIOD: Not stated.

See section 32 of R.O. 390/72 under the TOURISM ACT in this publication.

HUNTER DAMAGE COMPENSATION ACT

R.R.O. 449 (1970)

Ministry of  
Agriculture and Food

Section 4:

The valuer shall, within ten days after the completion of his investigation, prepare a report in Form 2 in quadruplicate and shall,

(c) retain one copy of the report for his records.

RETENTION PERIOD: Not stated.

INCOME TAX ACT

R.S.O. 217 (1970)

Ministry of  
Revenue

Section 35:

- (1) Every person carrying on business in Ontario and every person who is required, by or pursuant to this Act, to pay or collect taxes or other amounts shall keep records and books of account (including an annual inventory kept in prescribed manner) at his place of business or residence in Ontario or at such other place as is designated by the Provincial Minister, in such form and containing such information as will enable the taxes payable under this Act or the taxes or other amounts that should have been deducted, withheld or collected to be determined.

RETENTION PERIOD: Written permission of Minister (Refer to section 35 (3)).

INDUSTRIAL SAFETY ACT

S.O. 43 (1971)

Ministry of  
Labour

Section 17:

- (5) The owner of the building or of the land on which the building is being constructed or a person designated by him shall keep one copy of the certified drawings on the site of the construction, reconstruction, addition, installation or alteration until the completion thereof, and such drawings shall be produced upon demand to an inspector or to a building inspector or construction safety inspector appointed by a municipality or by the Lieutenant Governor in Council.

RETENTION PERIOD: Until completion of construction.

R.O. 259/72

Section 6:

Where a report or permanent record is prescribed to be kept by this regulation, it shall be kept for,

- (a) a period of at least one year; or
- (b) such longer period as is necessary to ensure that at least the two most recent reports or records are kept.

RETENTION PERIOD: As herein stated.

Section 55:

- (1) A lifting device shall,
  - (b) be thoroughly examined by a competent person to determine its capability of handling the maximum load as rated,
    - (i) prior to being used for the first time; and
    - (ii) thereafter as often as necessary but not less frequently than recommended by the manufacturer and in any case, at least once a year,
- and a permanent record kept of such examination.
- (3) The permanent record required by clause b of subsection 1 shall be signed by the person making the examination.

RETENTION PERIOD: Permanent. (Refer to section 6).

## INDUSTRIAL STANDARDS ACT

R.S.O. 221 (1970)

Ministry of  
Labour

### Section 13:

- (1) An employer to whom a schedule applies shall make and keep, or cause to be made and kept, for a period of at least twelve months after work is performed by an employee, a record of the name, address, wage rate, vacations with pay or payment in lieu of vacations, hours worked and actual earnings of the employee and such other information as the regulations may require.

RETENTION PERIOD: Twelve months after work performed.

R.R.O. 457 (1970)

### Section 2:

In addition to the information required by section 13 of the Act, an employer shall include in the record, and keep for a period of at least twelve months after work is performed by an employee,

- (a) the amount of wages paid to each employee for the work performed by him,
  - (i) during the regular working day and the regular working week, and
  - (ii) other than during the regular working day or the regular working week, established by any Schedule that applies to the employee and the date of the payment;
- (b) the hourly, daily, weekly or monthly rate used in computing wages paid to an employee on time-work;
- (c) the amount of each kind of work performed by an employee who is paid on a piece-work or unit-price rate on an incentive or production basis and the piece-work rate or unit-price rate used in computing his wages;
- (d) the period of any vacation taken by an employee and the amount of vacation pay paid to the employee or the payment in lieu of vacation with pay and the date of the payment in each case;
- (e) the rate of commission or percentage used in computing the wages of an employee who is paid on a commission or percentage basis;
- (g) the number of hours of work performed by each employee,
  - (i) during the regular working day and the regular working week, and
  - (ii) other than during the regular working day or the regular working week, established by the Schedule that applies to the employee;

## INDUSTRIAL STANDARDS ACT

R.R.O. 457 (1970)

Ministry of  
Labour

### Section 2: (continued)

- (h) the hours of the day and each day of the week on which work was performed by each employee;
- (i) the work or operation performed in the industry by an employee and where a schedule classifies employees, the classification of the employee;
- (j) the city, town, village or township where the work or operation was performed; and
- (k) the number of hours in each day and week that an employee was required to remain on the employer's premises and was not required to perform any work.

RETENTION PERIOD: Twelve months after work performed.

### Section 4:

An advisory committee established for a schedule shall,

- (a) keep written records of all proceedings and resolutions of each meeting held by it;

RETENTION PERIOD: Not stated.

## INSURANCE ACT

R.S.O. 224 (1970)

Ministry of Consumer and  
Commercial Relations

### Section 78:

- (3) If at any time it appears to the Minister on the report of the Superintendent that the insurer's record of premium income and claims paid are not kept in such a manner as to show correctly the experience of the insurer for the purposes of the statistical return, the Minister may nominate a competent accountant to proceed under his direction to audit the books and records of the insurer and to give such instructions as will enable the officers of the insurer to keep the records correctly thereafter.

RETENTION PERIOD: Not stated.

### Section 86:

Every insurer licensed to transact life insurance shall keep separate and distinct accounts of participating and non-participating business.

RETENTION PERIOD: Not stated.

INSURANCE ACT

R.O. 831/74

Ministry of Consumer and  
Commercial Relations

Section 4:

Every insurer shall,

- (b) maintain in its chief office in Canada for at least three years copies of all material that its agent is required to forward under clause b of section 2 and clause e of section 3.

RETENTION PERIOD: Three years.

JUNIOR FARMER ESTABLISHMENT ACT

R.R.O. 548 (1970)

Ministry of  
Agriculture and Food

Section 5:

The board shall cause the secretary, or some other official of the Corporation who is charged with that duty, to keep a book or books in which shall be recorded,

- (a) a copy of the Act and any amendments thereto and a copy of the regulations;
- (b) a copy of all Orders-in-Council relating to the Corporation;
- (c) the names of all members of the board with the date on which each became, and ceased to be, a member of the board; and
- (d) the minutes of all meetings and votes of the board, verified by the signature of the chairman or vice-chairman.

RETENTION PERIOD: Not stated.

JUNIOR FARMER ESTABLISHMENT ACT

R.R.O. 548 (1970)

Ministry of  
Agriculture and Food

Section 6:

The board shall cause proper books of account to be kept, containing full and true statements of,

- (a) the financial transactions of the Corporation;
- (b) the assets of the Corporation;
- (c) the money received and expended by the Corporation and the matters in respect of which the receipt and expenditure took place; and
- (d) the credits and liabilities of the Corporation.

RETENTION PERIOD: Not stated.

LAKES AND RIVERS IMPROVEMENT ACT

R.S.O. 233 (1970)

Ministry of  
Natural Resources

Section 48:

The company shall keep proper books of account containing full and true statements of,

- (a) its financial transactions;
- (b) its assets;
- (c) the sums received and expended by it and the matters in respect of which the receipt or expenditure took place; and
- (d) its credits and liabilities,

and such books shall be at all times open to the inspection and examination of any shareholder.

RETENTION PERIOD: Not stated.

LAW SOCIETY ACT

R.O. 983/74

Ministry of  
the Attorney General

Section 19:

(1) Every member shall maintain books, records and accounts in connection with his practice to record all money and other negotiable property received and disbursed, and as a minimum requirement every member shall maintain,

- (a) a book of original entry showing the date of receipt and source of money received in trust for each client and identifying the client on whose behalf the trust money is received;

LAW SOCIETY ACT

R.O. 983/74

Ministry of  
the Attorney General

Section 19: (continued)

- (b) a book of original entry showing all disbursements out of money held in trust for each client and showing each cheque number, the date of each disbursement, the name of each recipient, and identifying the client on whose behalf each disbursement is made out of money held in trust;
- (c) a clients' trust ledger showing separately for each person on whose behalf money has been received in trust all such money received and disbursed and any unexpended balance;
- (d) a record showing all transfers of money between clients' trust ledger accounts and explaining the purpose for which each transfer is made;
- (e) a book of original entry showing the date of receipt and source of all money received other than trust money;
- (f) a book of original entry showing all disbursements of money other than trust money and showing each cheque or voucher number, the date of each disbursement, and the name of each recipient;
- (g) a fees book or chronological file of copies of billings showing all fees charged and other billings to clients, the dates such charges are made, and identifying the clients so charged;
- (h) a record showing a comparison made monthly of the total of balances held in the trust account or accounts and the total of all unexpended balances of funds held in trust for clients as they appear from the books and records together with the reasons for any differences between the totals and supported by,
  - (i) a detailed listing made monthly showing the amount of trust money held for each client and identifying each client for whom trust money is held, and,
  - (ii) a detailed reconciliation made monthly of each trust bank account, and such detailed listings and reconciliations shall be retained as records supporting the monthly trust comparisons;
- (i) a record showing all negotiable or other valuable property, other than money, held in trust from time to time for all clients;
- (j) bank statements or pass books, cashed cheques and detailed duplicate deposit slips for all trust and general accounts.

LAW SOCIETY ACT

R.O. 983/74

Ministry of  
the Attorney General

Section 19: (continued)

- (2) The books, records and accounts required to comply with subsection 1,  
(a) shall be entered and posted currently at all times, and the trust comparison required by clause h of subsection 1 shall be made monthly within fifteen days from the effective date of each comparison;  
(b) shall be entered and posted in ink or a duplication thereof, or by machine, and shall be preserved for at least the six-year period previous to the most recent fiscal year-end of the member, with the exception of trust cash receipt and disbursement books of original entry and the books and records required by clauses c, h and i of subsection 1 which shall be preserved for at least ten years.

RETENTION PERIOD: Six year period previous to the most recent fiscal year-end with the exception of trust cash receipt and disbursement books of original entry and books and records required by clauses c, h and i which are to be retained for ten years.

LIQUOR CONTROL ACT

R.R.O. 560 (1970)

Ministry of Consumer and  
Commercial Relations  
Liquor Control Board of Ontario

Section 49:

- (2) Every sacramental wine vendor shall record every sale or purchase of sacramental wine in a book kept for that purpose and the record shall show the date, the name and address of the person to whom the sale of wine was made or from whom the wine was purchased, the kind and quantity sold or purchased and the price charged.

RETENTION PERIOD: Liquor Control Board of Ontario suggests current year plus three years. (This Report is contained in a form titled "Statement showing details of each sale of sacramental wine made to Ontario purchasers during the month" (J-27)).

## LIQUOR CONTROL ACT

R.R.O. 560 (1970)

Ministry of Consumer and  
Commercial Relations  
Liquor Control Board of Ontario

### Section 62:

Once in each month the holder of an Ontario wine licence shall furnish the Board with a certificate showing a record of all retail sales of wine made through the Government stores operated by him for the sale of Ontario wine only.

### Section 65:

Every holder of an Ontario wine licence shall keep books and records that fully and clearly set forth a record of all grapes, cherries, other Ontario fruits, sugar and all other materials purchased for producing and processing Ontario wine as well as a record of the selling and disposing of Ontario wine, and the books and records shall be in such form as the Board requires.

**RETENTION PERIOD:** Liquor Control Board of Ontario suggests current year plus three years. (sections 61, 62, 63 are reported on "Monthly statement of holder of an Ontario wine licence", form J-10).

## LIQUOR LICENCE ACT

R.R.O. 563 (1970)

Ministry of Consumer and  
Commercial Relations  
Liquor Control Board of Ontario

### Section 23:

- (1) Liquor may be sold and served,.....
  - (b) in premises licensed as a dining lounge or dining room, during the hours from 12 noon to 1 a.m. of the following day, on Monday to Saturday, provided that,.....
    - (ii) a daily record showing the sales of liquor and food is maintained;
  - (c) in premises licensed as a dining lounge, dining room or lounge, during the hours from 12 noon to 10 p.m. on Sunday, Christmas Day and Good Friday, where the licensee is so authorized by the Board, provided that,.....
    - (iii) a daily record showing the sales of liquor and food is maintained.

RETENTION PERIOD: Not stated.

## LIQUOR LICENCE ACT

R.R.O. 563 (1970)

Ministry of Consumer and  
Commercial Relations  
Liquor Control Board of Ontario

### Section 30:

- (3) Guest registers shall be kept by all clubs and shall be open to inspection by the Board.

RETENTION PERIOD: Not stated.

### Section 72:

Every holder of a licence shall keep books and records that fully and clearly set forth a daily record of all purchases, sales and stock-in-trade of liquor and of all transactions relating thereto.

RETENTION PERIOD: Not stated.

## LIVE STOCK COMMUNITY SALES ACT

R.S.O. 253 (1970)

Ministry of  
Agriculture and Food

### Section 10:

Every operator shall keep for at least twelve months after each community sale a record of the sale showing,

- (a) the names and addresses of the sellers and buyers of the live stock;
- (b) the dates of arrival at and departure from his premises of the live stock;
- (c) the identification or description of the live stock;
- (d) the sale price of the live stock; and
- (e) where the live stock is sold by weight, the weight thereof.

RETENTION PERIOD: Twelve months after sale.

## LIVE STOCK AND LIVE STOCK PRODUCTS ACT

R.R.O. 567 (1970)

Ministry of  
Agriculture and Food

### Section 4:

At the time of collection or receipt of wool, a wool collector or warehouseman shall.....

LIVE STOCK AND LIVE STOCK PRODUCTS ACT

R.R.O. 567 (1970)

Ministry of  
Agriculture and Food

Section 4: (continued)

- (b) deliver to the producer one copy of a statement showing,
- (i) the name and address of the wool collector or warehouseman,
  - (ii) the name of the warehouseman to whom the wool is to be delivered,
  - (iii) the name and address of the producer,
  - (iv) the date of collection or receipt,
  - (v) the number of packages in each lot,
  - (vi) the signature of the wool collector or warehouseman, and
  - (vii) the signature of the producer,
- and shall retain one copy of the statement for at least six months.....

RETENTION PERIOD: Six months.

Section 8:

- (2) The warehouseman shall deliver to the producer one copy of the wool statement when making settlement for the wool, and shall retain one copy of the statement for one year.

RETENTION PERIOD: One year.

LOAN AND TRUST CORPORATIONS ACT

R.S.O. 254 (1970)

Ministry of Consumer and  
Commercial Relations

Section 29:

- (1) The by-laws shall be forthwith recorded in a book to be kept by the corporation known as the "by-law book".

RETENTION PERIOD: Not stated.

Section 66:

- (1) Every corporation having its head office in Ontario shall cause the secretary, or some other officer specially charged with the duty, to keep a book or books wherein shall be kept recorded,
- (a) a copy of the letters patent and of any supplementary letters patent issued to the corporation and, if incorporated by special Act, a copy of such Act, and the by-laws of the corporation duly authenticated;

LOAN AND TRUST CORPORATIONS ACT

R.S.O. 254 (1970)

Ministry of Consumer and  
Commercial Relations

Section 66: (continued)

- (1) (b) the names, post office addresses, so far as known, of all persons who are or have been directors of the corporation, with the date on which each became and ceased to be a director;
- (c) the names, alphabetically arranged, of all persons who are shareholders of the corporation;
- (d) the post office address, so far as known, of every such person while he is a shareholder;
- (e) the number of shares held by each shareholder;
- (f) the amounts paid in, and remaining unpaid, on the shares of each shareholder; and
- (g) the date and other particulars of all transfers of shares in the order in which they were made.

RETENTION PERIOD: Not stated.

Section 67:

Every corporation shall keep a register or registers of all securities held by the corporation.

RETENTION PERIOD: Not stated.

Section 88:

- (3) Every trust company receiving moneys on deposit under this section shall keep a record in the form approved by the Registrar, in which shall be entered all sums so received and the names and addresses, so far as known, of the persons from whom they are received.

RETENTION PERIOD: Not stated.

Section 127:

- (2) The Registrar may require a corporation to forward a copy of any letter addressed to the corporation by the Registrar and any answer thereto to each director of the corporation and upon such requirement being made the president of the board of directors shall instruct the secretary of the corporation to include a copy of such letter and the answer thereto in the minutes of the meeting of the directors next following the requirement of the Registrar.

RETENTION PERIOD: Not stated.

R.R.O. 570 (1970)

Section 12:

A complete set of accounting records shall be maintained for each Fund, and such records shall clearly distinguish items of principal from items of income.

RETENTION PERIOD: Not stated.

LOGGING TAX ACT

S.O. 19 (1972)

Ministry of  
Revenue

Section 1:

The Logging Tax Act, being chapter 258 of the Revised Statutes of Ontario, 1970, is repealed.

Section 2:

Section 1 applies with respect to taxation years, as defined in The Logging Tax Act, ending on or after the 31st day of March, 1972.

R.S.O. 258 (1970)

Section 13:

- (1) Every taxpayer shall keep records and books of account at his place of business or at such other place as is designated by the Minister, in such form and containing such information as will enable the taxes payable under this Act to be determined.
- (3) Every taxpayer required by this section to keep records and books of account, shall until written permission for their disposal is obtained from the Minister, retain every such record or book of account and every account or voucher necessary to verify the information in any such record or book.

RETENTION PERIOD: Until written permission from the Minister is received.

MARRIAGE ACT

R.S.O. 261 (1970)

Ministry of Consumer and  
Commercial Relations

Section 34:

- (1) Every issuer shall keep in his office a record of the serial number and the date of issue of every licence issued by him, and the names and addresses of the parties to the intended marriage.

RETENTION PERIOD: Not stated.

MEAT INSPECTION ACT

R.R.O. 574 (1970)

Ministry of  
Agriculture and Food

Section 49:

- (1) Every operator shall make and keep for at least twelve months a record of animals inspected at the plant.
- (2) The record prescribed by subsection 1 shall include,
  - (a) the names and addresses of the persons from whom animals were purchased or acquired;
  - (b) the dates of the purchase or acquisition of animals;
  - (c) the number and kind of animals purchased or acquired;
  - (d) the number of such animals that were slaughtered and the dates of slaughter; and
  - (e) such other information as the Director requires.

RETENTION PERIOD: Twelve months.

MECHANICS LIEN ACT

R.S.O. 267 (1970)

Ministry of  
the Attorney General

Section 28:

- (1) Any lien claimant may in writing at any time demand of the owner or his agent the production, for inspection, of the contract or agreement with the contractor for or in respect of which the work was or is to be done or the materials were or are to be placed or furnished, if the contract or agreement is in writing or, if not in writing, the terms of the contract or agreement and the state of the accounts between the owner and the contractor, and, if the owner or his agent does not, at the time of the demand or within reasonable time thereafter, produce the contract or agreement if in writing or, if not in writing, does not inform the person making the demand of the terms of the contract or agreement and the amount due and unpaid upon the contract or agreement or if he knowingly falsely states the terms of the contract or agreement or the amount due or unpaid thereon and if the person claiming the lien sustains loss by reason of the refusal or neglect or false statement, the owner is liable to him for the amount of the loss in an action therefor or in any action for the endorsement of a lien under this Act, and subsection 4 of section 38 applies.
- (2) Any lien claimant may in writing at any time demand of a mortgagee or unpaid vendor or his agent the terms of any mortgage on the land or of any agreement for the purchase of the land in respect of which the work was or is to be done or the materials were or are to be placed or furnished and a statement showing the amount advanced on the mortgage or the amount owing on the agreement, as the case may be, and, if the mortgagee or vendor or his agent fails to inform the lien claimant at the time of the demand or within a reasonable time thereafter of the terms of the mortgage or agreement and the amount advanced or owing thereon or if he knowingly falsely states the terms of the mortgage or agreement and the amount owing thereon and the lien claimant sustains loss by the refusal or neglect or mis-statement, the mortgagee or vendor is liable to him for the amount of the loss in an action therefor or in any action for the enforcement of a lien under this Act, and subsection 4 of section 38 applies.

MECHANICS LIEN ACT

R.S.O. 267 (1970)

Ministry of  
the Attorney General

Section 28: (continued)

- (3) The judge or, in the Judicial District of Yoark, the master may, on a summary application at any time before or after an action is commenced for the enforcement of the claim for lien make an order requiring the owner or his agent or the mortgagee or his agent or the unpaid vendor or his agent or the contractor or his agent or the sub-contractor or his agent, as the case may be, to produce and permit any lien claimant to inspect any such contract or agreement or mortgage or agreement for sale or the accounts or any other relevant document upon such terms as to costs as the judge or master considers just.

RETENTION PERIOD: Not specifically stated, but refer to section 22 and section 23 for expiration of claim for lien.

MEDICAL ACT

R.S.O. 268 (1970)

Ministry of  
Health

Section 19:

- (1) The Council shall cause to be kept by the registrar a book or register, in which shall be entered the name of every person registered according to the provisions of this Act, and the names of all persons who have complied with the enactments hereinafter contained, and with the rules and regulations made or to be made by Council respecting the qualifications to be required from practitioners of medicine, surgery and midwifery in Ontario.

RETENTION PERIOD: Not stated.

MENTAL HOSPITALS ACT

R.R.O. 578 (1970)

Ministry of  
Health

Section 19:

- (2) Every officer-in-charge shall keep a permanent record of all examinations and tests of every employee of the institution....., including the x-ray films,.....  
(3) The permanent record of all examinations and tests referred to in subsection 2 shall be kept by the officer-in-charge for three years after the employee ceases to be employed in the institution.

RETENTION PERIOD: Three years after employee ceases to be employed in the institution.

## MILK ACT

R.R.O. 580 (1970)

Ministry of  
Agriculture and Food

### Section 7:

The secretary of a marketing board shall,

- (c) keep a record of,
  - (i) all business transactions of the marketing board,
  - (ii) all orders, directions or determinations of the marketing board,
  - (iii) all reports of committees that are from time to time appointed by the marketing board, and
  - (iv) all annual statements and financial and auditor's reports.

RETENTION PERIOD: Not stated.

### Section 8:

The treasurer of a marketing board shall,

- (c) keep or cause to be kept proper books of account and make or cause to be made therein entries of all receipts and expenditures of the marketing board;

RETENTION PERIOD: Not stated.

R.R.O. 590 (1970)

### Section 42:

- (4) After each cleaning and sanitizing of a tank truck at a tank truck wash station, the operator of the tank truck shall,.....
  - (b) keep a record of such cleaning and sanitizing in a form approved by the Commission and retain such record for a period of sixty days.

RETENTION PERIOD: Sixty days.

### Section 82:

A distributor shall keep for twelve months complete records of all grade A milk bought and the records shall include,

- (a) the weights of all grade A milk received daily;
- (b) the milk-fat tests of all grade A milk received; and
- (c) the original entries of the weights of grade A milk bought and the milk-fat tests of the grade A milk.

RETENTION PERIOD: Twelve months.

## MILK ACT

R.R.O. 590 (1970)

Ministry of  
Agriculture and Food

### Section 83:

A distributor shall keep for at least twelve months a complete record of fluid milk products sold and the records shall include,

- (a) the number of gallons sold in bulk and the number of gallons, quarts, pints, half-pints and other units of fluid milk products sold by wholesale and at retail each day by each driver-salesman of a delivery vehicle and the proceeds of sales by retail and wholesale;
- (b) the number of gallons, quarts, pints, half-pints and other units of fluid milk products sold each day at the dairy and the proceeds of the sales;
- (c) the number of gallons, quarts, pints and half-pints of fluid milk products sold each day to peddlers and to other distributors; and
- (d) the total amount of all fluid milk products sold for each payment period by a distributor, including the total number of gallons, quarts, pints and half-pints sold and the selling price of the fluid milk products.

RETENTION PERIOD: Twelve months.

### Section 97:

- (1) Where a field-man inspects premises on which grade A milk is produced, he shall make a report in triplicate.
- (2) The field man shall retain one copy for his records.

RETENTION PERIOD: Not stated.

R.R.O. 595 (1970)

### Section 5:

The Commission delegates to the marketing board its powers to make regulations with respect to milk,.....

- (g) requiring any person who produces and processes milk to furnish to the marketing board statements of the amounts of milk that he produced in any year and used for processing;.....

RETENTION PERIOD: Not stated.

MILK ACT

R.R.O. 597 (1970)

Section 16:

- (2) The returning officer or deputy returning officer shall,
    - (d) make a record in the form provided therefor by the Commission, of,
      - (i) the number of ballots cast,
      - (ii) the number of votes given and allowed for each candidate, and
      - (iii) the number of rejected ballots; and.....
  - (4) Every returning officer shall,
    - (b) retain in safe custody, for such period of time as the Commission directs,
      - (i) all the ballots, including the rejected ballots, if any, for the region,
      - (ii) the records prescribed by clause d of subsection 2, and
      - (iii) all other material or documents related to the taking of the vote or the counting of ballots in the region.
- (as amended by R.O. 389/71).

RETENTION PERIOD: Not stated.

R.R.O. 600 (1970)

Section 93:

- Where samples of cream are tested for milkfat content by the Babcock test, the operator of a plant shall, upon request of a producer or his representative,
  - (a) furnish to the producer a statement of the producer's cream delivered to the plant; and.....
- (as amended by R.O. 120/72)

RETENTION PERIOD: Not stated.

Section 97:

- (1) The operator of every plant shall keep a record of,
  - (a) all milk and cream received at the plant, showing the date received and the name of the producer and his number, if any, used for identification of the producer;
  - (b) the rejection of any milk or cream and the cause for rejection;
  - (c) the weights and grades of all milk and cream accepted at the plant for processing into milk products; and.....
- (2) The operator of a plant shall compile a summary of the results of all sediment tests of all milk received from producers and showing the number of producers supplying milk in each class of test. (as amended by R.O. 120/72, s. 18).

## MILK ACT

R.R.O. 600 (1970)

Ministry of  
Agriculture and Food

### Section 97: (continued)

- (3) When a milk grader, milk tester, cream grader or cream tester, as the case may be, weighs, grades or tests milk or cream, he shall immediately make an accurate record of the weight, grade or test, as the case may be, in ink or indelible lead.
- (4) The operator of a plant shall keep a record of the full name and address of each producer who ships milk or cream to the plant.
- (5) The operator of a plant shall keep for at least one year all records of weights, grades and tests of milk and cream made at his plant.

RETENTION PERIOD: One year.

R.R.O. 602 (1970)

### Section 8:

- (1) Every holder of a permit in Form 2 shall keep a monthly record of,
  - (a) the quantity of each class of reconstituted milk manufactured and sold; and
  - (b) the quantity of each milk product used in the manufacture of each class of reconstituted milk.

RETENTION PERIOD: Not stated.

## MINING ACT

R.S.O. 274 (1970)

Ministry of  
Natural Resources

### Section 129:

The holder of a quarry permit shall keep a detailed record of his operations and shall retain copies of all documents relating to sales and shipments, and all accounts, records and documents relating to his operations shall be kept available for inspection by any person authorized by the Minister to inspect such accounts, records and documents.

RETENTION PERIOD: Not stated.

MINING ACT

R.S.O. 274 (1970)

Ministry of  
Natural Resources

Section 257:

- (5) Every crane operator's medical certificate shall be kept on file by the employer and made available to an engineer at his request.
- (18) A record of all the examinations and tests and of other regular maintenance examinations and of all structural modifications of any crane in a mine or plant shall be kept signed by the person making the examinations, tests and modifications and such record shall be available to the district electrical-mechanical engineer at all times.

RETENTION PERIOD: Not stated.

Section 298:

- (4) A reliable recording thermometer shall be kept in the room in which explosives are thawed and the record thereof kept, but, where the amount of explosives in such thawing room does not exceed 200 pounds at any one time, the district mining engineer may give permission in writing to use a maximum and minimum registering thermometer on condition that a daily record of high and low temperatures be made and kept on file for at least one year.

RETENTION PERIOD: One year.

Section 320:

- (2) Every such manager shall keep or cause to be kept at the mine a book for each shaft termed the Shaft Inspection Record Book in which shall be recorded a report of every such examination, as is referred to in this section, signed by the persons making the examination.

RETENTION PERIOD: Not stated.

Section 349:

- (2) Before a new hoisting installation is put in service, tests shall be conducted to prove its compliance with this Act.
- (3) A record of such tests and the results obtained shall be kept on file.....

RETENTION PERIOD: Not stated.

MINING ACT

R.S.O. 274 (1970)

Ministry of  
Natural Resources

Section 352:

- (1) The manager shall keep or cause to be kept at the mine the Hoisting Machinery Record Book referred to in section 351, in which shall be entered a report of every examination or report referred to in sections 332 and 351, subsection 2 of section 363, subsection 3 of section 367 and sections 368 and 369, and a notation of any failure of, accident to, correction or repairs to the hoist, the ropes, the shaft conveyance or any other part of the hoisting, dumping or loading equipment, signed by the person making the examination or report.

RETENTION PERIOD: Not stated.

Section 356:

- (6) The manager shall keep or cause to be kept at the mine a book called the Rope Record Book, in which shall be recorded, in addition to the information referred to in subsections 3 and 4, the following information:
  1. A history of the rope, giving the date on which the rope was first put on.
  2. Dates of shortening.
  3. Dates and results of breaking and electromagnetic tests.
  4. Date and reason for taking out of service, for each occasion the rope is put into and taken out of service.

RETENTION PERIOD: Not stated.

Section 364:

- (3) The certificate of the test shall be kept on file and a summary thereof recorded in the Rope Record Book.

RETENTION PERIOD: Not stated.

Section 369:

- (6) It is the duty of the person referred to in subsection 1 to record the reports of all examinations therein referred to and also to record all reports referred to in subsection 5 in a book called the Hoisting Machinery Record Book or the Friction Hoist Machinery Record Book, whichever is applicable.

RETENTION PERIOD: Not stated.

## MINING ACT

R.S.O. 274 (1970)

Ministry of  
Natural Resources

### Section 412:

- (1) At every shaft or winze hoist, there shall be kept a Hoistman's Log Book in which the following shall be recorded:
1. A report of the working condition of the hoist, including the brakes, clutches, interlocking devices between the brake and clutch, depth indicators and all other devices and fittings pertaining to the safe operation of the hoist.
  2. A report of the working condition of the signalling apparatus and a notation of any signals received by the hoistman, the accuracy of which he has questioned.
  3. Any special instructions received involving the safety of persons, such entry to be signed by the hoistman and by the person issuing the instructions.
  4. A report of the tests of the overwind and underwind devices.
  5. Where the required tests of the overwind and underwind devices are conducted by a hoistman operating on another shift, the hoistman assuming duty shall note over his signature that he has examined the entry in the log book of the hoistman who performed the tests.
  6. A report of all abnormal circumstances in connection with the operation of the hoist or attachments thereto and such abnormal conditions as have come to the hoistman's knowledge in connection with the hoisting operations in the shaft or winze.
  7. A report of all trial trips referred to in sections 367 and 405.

RETENTION PERIOD: Not stated.

### Section 426:

At all rock quarries and open pits, a record of each primary blast, signed by the person in charge of the blast, shall be kept and the following information recorded.

1. Date, time and location of the blast.
2. Burden, spacing, depth and number of holes blasted.
3. Weight of explosives or blasting agents, footage of top stemming and firing delay detonators used in respect of each hole.
4. Weight of explosives or blasting agents used per estimated ton broken.

RETENTION PERIOD: Not stated.

MINING ACT

R.S.O. 274 (1970)

Ministry of  
Natural Resources

Section 431:

- (8) A book, available to the district engineer, shall be kept in which shall be recorded the date of every examination and cleaning under subsections 3 and 7 and a note shall be made as to the condition of the appliance examined or cleaned.

RETENTION PERIOD: Not stated.

Section 552:

- (3) The manager shall keep or cause to be kept at the mine for each hoist a book called the Electrical Hoisting Equipment Record Book in which shall be recorded a report of every such examination and a notation of any failure or accident to such equipment and the action taken regarding it, signed by the person making the examination.

RETENTION PERIOD: Not stated.

Section 572:

- (23) The ropes, safety devices, signalling devices, doors and other electrical and mechanical equipment necessary to the safe operation of elevating devices shall be inspected at least once each month and the results recorded.

RETENTION PERIOD: Not stated.

Section 604:

- (2) Every workmen's hoist, in addition to the requirements of section 599, shall be.....  
(k) provided with a Machinery Record Book in which shall be recorded inspections, tests, and other data as required.

RETENTION PERIOD: Not stated.

Section 614:

- (4) A record of the occurrence of all rockbursts at a mine shall be kept, showing, as far as possible, the time, location, extent of the burst, any injury to persons and any other information pertaining to the burst, and such record shall be available to the district mining engineer at all times.

RETENTION PERIOD: Not stated.

MINING ACT

R.S.O. 274 (1970)

Ministry of  
Natural Resources

Section 617:

- (1) At every mine, the owner, agent or manager shall cause the following plans on a scale acceptable to the chief engineer to be kept up to a date not more than six months last past:
1. A surface plan showing the boundaries of the property, the co-ordinates of the section of property under which mining has been done, all lakes, streams, roads, railways, electric power transmission lines, main pipe lines, buildings, adits, open surface workings, diamond-drill holes, outcroppings of rock, dumps, tailings-disposal sites and shafts, the latter having been geographically located by connection with a survey on record with the Department.
  2. The method of capping any opening shall be described on the plans referred to in item 1.
  3. Underground plans of each level and section showing all underground workings, including shafts and tunnels, diamond-drill holes, dams and bulkheads, and each level plan shall be shown on a separate drawing.
  4. Vertical mine sections at suitable intervals and at suitable azimuths, showing all shafts, tunnels, drifts, stopes and other mine workings in relation to the surface, including the location of the top of the bedrock, surface of the overburden and the bottom and surface of any known watercourse or body of water, and each section shall be shown on a separate drawing.
  5. Adequate ventilation plans, showing the direction and volume of the main air currents, the location of permanent fans, ventilation doors and stoppings, and connections with adjacent mines.

RETENTION PERIOD: For superseded plans, six months.

- (2) The owner, agent or manager of every mine in which electricity is used underground shall keep or cause to be kept up to a date not more than six months last past an adequate plan or diagram showing on a suitable scale the following information:
1. The position of all fixed electrical apparatus in the mine.
  2. The routes of all fixed power feeders and fixed branch feeders properly noted and referenced.
  3. The rating of all electrical feeder control apparatus and equipment.

RETENTION PERIOD: For superseded plans, six months.

MINING ACT

R.O. 546/71

Ministry of  
Natural Resources

Section 16:

- (1) Every licensee shall submit to the Minister reports, maps and drilling logs in duplicate, covering all geological and geophysical examinations, drilling or other exploratory or development work for which he is requesting expenditure credits, within six months of completion, except those documents submitted in accordance with The Petroleum Resources Act, 1971 and the regulations thereunder.

RETENTION PERIOD: Records submitted to the Minister within six months of completion.

Section 20:

- (19) The lessee shall,  
(a) keep a record of all natural gas produced, marketed or otherwise disposed of each year under the production leases held by him.

RETENTION PERIOD: Not stated.

R.O. 604

Section 8:

- (13) The lessee shall,  
(a) keep a record of all natural gas, petroleum and petroleum products produced, sold or otherwise disposed of each year under each lease held by him;.....

RETENTION PERIOD: Not stated.

MINING TAX ACT

S.O. 140 (1972)

Ministry of  
Natural Resources

Section 9:

- (1) Every person liable to pay the tax imposed by section 3 shall keep at or near the mine proper books of account showing the quantity, weight, value, composition and other particulars of the mineral substances raised, taken or gained from the mine, and such books shall also show the returns from the mill, smelter or refinery and all receipts derived from the sale of the output or the product of the output of the mine and no mineral substance raised, taken or gained from any mine shall be removed from the mining premises or treated at any mill, smelter or refinery until the weight of the mineral substance has been correctly ascertained and entered in the books of account, and such person shall also keep proper books of account showing each of the several expenses, payments, allowances and deductions mentioned in section 3, and showing any other facts and circumstances necessary or proper for ascertaining the amount of tax imposed by this Act.

RETENTION PERIOD: Not stated.

MINISTRY OF COLLEGES & UNIVERSITIES ACT

R.O. 513/73

Ministry of  
Colleges and Universities

Section 4:

Where a bank makes a loan under section 6d of the Act, the bank shall retain the application referred to in subsection 3 until the loan has been repaid, at which time the bank shall return the application to the Student Awards Branch of the Ministry indicating that the loan has been paid in full and setting out the person or persons who repaid the loan.

RETENTION PERIOD: Until loan has been repaid.

MORTGAGE BROKERS ACT

R.O. 461/71

Ministry of Consumer and  
Commercial Relations

Section 6:

- (1) Every mortgage broker shall keep proper records and books of account showing monies received and monies paid out and such books shall include a receipts journal, disbursements journal, general journal, general ledger, clients' ledger, and such additional records as the Registrar may require, in accordance with accepted principles of double entry bookkeeping and shall have the books of account and financial transactions audited annually by a person licensed under the Public Accountancy Act.

MORTGAGE BROKERS ACT

R.O. 461/71

Ministry of Consumer and  
Commercial Relations

Section 6: (continued)

- (2) Every mortgage broker shall keep and maintain a record of,
- (a) the names and addresses of all principals, agents and solicitors in respect of each mortgage transaction;
  - (b) the terms and conditions of each mortgage transaction;
  - (c) the itemized fees, expenses, costs and other charges required to be borne by the mortgagor, mortgage purchaser or mortgage assignor in respect of each mortgage transaction;
  - (d) the particulars of any related agreement;.....

RETENTION PERIOD: Not stated.

MOTOR VEHICLE DEALERS ACT

R.O. 98/71

Ministry of Consumer and  
Commercial Relations

Section 20:

- (2) For the purpose of subsection 1, every motor vehicle dealer shall maintain a ledger account into which shall be entered the names and addresses of all persons from whom trust funds are obtained with details of the amounts retained and a record of all disbursements therefrom.  
(as amended by R.O. 516/71 section 5).

RETENTION PERIOD: Not stated.

Section 15:

Every motor vehicle dealer shall maintain for a period of two years from the date of the original transaction, purchase orders, sales orders and written records of all transactions resulting in the purchase or sale of a motor vehicle and in the case of a used motor vehicle the complete record of the vehicle including the date and particulars of all work done, supported by repair orders, the cost of such work and details and cost of any inspection conducted under section 58 of the Highway Traffic Act.

RETENTION PERIOD: Two years from date of original transaction.

MOTOR VEHICLE FUEL TAX ACT

R.S.O. 282 (1970)

Ministry of  
Revenue

Section 10:

- (3) If a registrant or purchaser fails or refuses to keep adequate books or accounts for the purpose of ascertaining the amount of the tax payable by him or payable and collectable by him, as the case may be, the Minister may require such registrant or purchaser to keep such records and accounts as the Minister specifies. (as amended by S.O. 1972, C. 147, section 6).

RETENTION PERIOD: Not stated.

R.O. 372/73

Section 5:

- (4) Every purchaser who applies for a refund of tax under this section shall maintain in a form satisfactory to the Minister records that show,
- (a) all his acquisitions, inventories, and uses of fuel; and
  - (b) a differentiation among uses of fuel sufficient to establish to the satisfaction of the Minister the entitlement of the applicant to the refund sought.

RETENTION PERIOD: Not stated.

MUNICIPAL ACT

R.S.O. 284 (1970)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 161:

The judge may require the clerk of any municipality to produce before him or to forward under seal to the clerk of the county or district court for the purpose of production such assessment rolls, collector's rolls, ballot papers, books, voters' and other lists, and other records of the election and papers in his hands connected with or relating to it as the judge considers proper.

RETENTION PERIOD: Not stated.

MUNICIPAL ACT

R.S.O. 284 (1970)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 215:

- (1) The council shall appoint a clerk, whose duty it is,
  - (c) to keep the books, records and accounts of the council;
  - (d) to preserve and file all accounts acted upon by the council;
  - (e) to keep in his office or in the place appointed for that purpose the originals of all by-laws and of all minutes of the proceedings of the council;.....
- (4) Notwithstanding subsection 1, on the request of the Archivist of Ontario, the council may permit the originals of by-laws no longer in force or the operation of which is spent or of minutes of the proceedings of the council to be kept by the Archivist instead of the clerk, provided that a photographic copy of all such documents is kept by the clerk.

RETENTION PERIOD: Permanent.

Section 216:

- (2) The clerk shall keep an index book in which he shall enter the number and date of,
  - (a) every subsisting by-law heretofore passed under section 35 of The Planning Act or a predecessor of that section;
  - (b) every by-law hereafter passed under section 35 of The Planning Act; and
  - (c) every other subsisting by-law, and every other by-law hereafter passed, that affects land but does not directly affect the title to land.

RETENTION PERIOD: Not stated.

Section 326:

- (1) Where a debenture contains or has endorsed upon it a provision to the following effect:  
This debenture, or any interest therein, is not, after a certificate of ownership has been endorsed thereon by the treasurer of this corporation, transferable, except by entry by the treasurer in the Debenture Registry Book of the Corporation at the .....  
.....of....., the treasurer, on the application of the owner of the debenture or of any interest in it, shall endorse upon the debenture a certificate of ownership and shall enter in a book, to be called the Debenture Registry Book, a copy of the certificate and of every certificate that is subsequently given and shall also enter in such book a memorandum of every transfer of such debenture.

RETENTION PERIOD: Not stated.

MUNICIPAL ACT

R.S.O. 284 (1970)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 376: By-laws may be passed by the councils of townships:

- (9) For keeping, and every such council shall keep, a record of the highways, streets, beaches, parks, reserves and of the numbers of the buildings and lots, and for entering therein, and every such council is hereby required to enter therein, a division of the streets with boundaries and distances for public inspection.

RETENTION PERIOD: Not stated.

Section 544:

- (1) The clerk of the municipality shall keep the list so furnished by the treasurer on file in his office,..... and the clerk shall notify in writing the occupants and owners (if known) of the lots or parcels of land contained in such lists, whether resident within the municipality or not, that the land is liable to be sold for arrears of taxes, and the clerk shall transmit such lists and any such memorandum forthwith to the treasurer of the municipality if the municipality is one whose officers have power to sell lands for arrears of taxes, or in other cases to the county treasurer, and the treasurer in either case shall attach the seal of the corporation to such lists and file them in his office for public use..... (as amended by S.O. 1972, C. 124, section 21).

RETENTION PERIOD: Not stated.

Section 550:

- (1) The treasurer of every county shall keep a triplicate blank receipt book and, on receipt of any sum of money for taxes on land, shall deliver to the person making payment one of such receipts, and shall deliver to the treasurer of the local municipality in which the land is situate the second of the set, with the corresponding number, retaining the third of the set in the book, the delivery of such receipts to be made to the treasurer of the local municipality at least every three months.
- (2) The county treasurer shall file such receipts, and, in a book to be kept for that purpose, shall enter the name of the person making payment, the lot on which payment is made, the amount paid, the date of payment and the number of the receipt, and the auditors shall examine and audit such books and accounts at least once in every twelve months.
- (3) In cities, towns and other municipalities having power to sell lands for non-payment of taxes, the treasurer thereof shall keep a duplicate blank receipt book, and on receipt of any sum of money for taxes on land shall deliver to the person making the payment one of such receipts, retaining the second of the set in the book, and the auditors shall examine and audit such books and accounts at least once in every year.

RETENTION PERIOD: Not stated.

MUNICIPAL ACT

R.S.O. 284 (1970)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 587:

The treasurer shall enter in a book, which the county council or council of the city or town, as the case may be, shall furnish, a full description of every parcel of land conveyed by him to purchasers for arrears of taxes, with an index thereto, and such book, after such entries have been made therein, shall together with all documents relating to lands sold for taxes be kept by him among the records of his office.

RETENTION PERIOD: Not stated.

MUNICIPALITY OF METROPOLITAN TORONTO ACT

R.S.O. 295 (1970)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 18:

- (1) The Metropolitan Council shall appoint a clerk, whose duty it is,
  - (c) to preserve and file all accounts acted upon by the Metropolitan Council;
  - (d) to keep in his office, or in the place appointed for that purpose, the originals of all by-laws and of all minutes of the proceedings of the Metropolitan Council and its committees;.....

RETENTION PERIOD: Not stated.

Section 20:

- (1) The Metropolitan Council shall appoint a treasurer who shall keep the books, records and accounts of the Metropolitan Corporation.....

RETENTION PERIOD: Not stated.

NURSES ACT

R.S.O. 301 (1970)

Ministry of  
Health

Section 7:

The Council shall keep a register containing information about every person who has been granted registration as a registered nurse or registered nursing assistant under this Act.

RETENTION PERIOD: Not stated.

## NURSES ACT

R.R.O. 621 (1970)

Ministry of  
Health

### Section 20:

- (8) The secretary shall record the minutes of each meeting and shall include in the minutes any dissenting opinion or recommendation of any member of the Committee.

RETENTION PERIOD: Not stated.

### Section 23:

A school of nursing shall not be approved unless,

- (i) the school of nursing keeps a record of every student at the school.

RETENTION PERIOD: Not stated.

### Section 24:

A training centre shall not be approved unless,

- (f) the training centre keeps a record of every student at the training centre.

RETENTION PERIOD: Not stated.

## NURSING HOMES ACT

R.O. 196/72

Ministry of  
Health

### Section 39:

The administrator of a nursing home shall,

- (h) keep a written record of the date and time of each fire drill;
- (1) keep a written record of inspections and tests of the fire equipment, the fire alarm system and the heating system and chimneys;.....

RETENTION PERIOD: Not stated.

### Section 64:

- (2) Where a nursing home purchases, keeps or uses a prescription drug or a poison referred to in subsection 1, the pharmaceutical chemist or physician in control shall keep or cause to be kept,
- (a) a record of the name, strength and quantity of the prescription drug or poison; and
- (b) the records required by The Pharmacy Act, the Food and Drugs Act (Canada) and the Narcotic Control Act (Canada) for the receipt and sale or disposition of the prescription drug or poison.

RETENTION PERIOD: Not stated.

NURSING HOMES ACT

R.O. 196/72

Ministry of  
Health

Section 68:

- (2) A written record shall be kept by the nursing staff designated under subsection 1, of the type of each activity and,
- (a) the date of the activity;
  - (b) the time occupied by the activity;
  - (c) the name of each resident who participated in the activity; and
  - (d) the time during which each resident participated in the activity.

RETENTION PERIOD: Not stated.

Section 73:

- (6) Records of menus that have been served shall be kept on file for a three-month period.

RETENTION PERIOD: Three months

Section 74:

- (3) The attending physician shall make a written report indicating the cause and time of death of the resident and the report shall be retained in the deceased resident's file.
- (4) A report of the time, date and circumstances of the death of a resident, the name and address of the person, if any, who claims the body and the date that notice of death is given to the coroner shall be attached to the deceased resident's records.

RETENTION PERIOD: Refer to section 86.

Section 84:

The administrator of a nursing home shall,

- (a) maintain a separate personal file with respect to each resident; and
- (b) maintain in each resident's personal file,
  - (i) the medical and drug record of the resident, and
  - (ii) a written record of all other matters that are relevant to the resident including a copy of any incident report in Form 3 relating to a resident.

RETENTION PERIOD: Refer to section 86.

Section 85:

The medical record of a resident shall include,

- (a) a copy of the resident's application for insured services under The Health Insurance Act, 1972;
- (b) the written report of,
  - (i) the resident's medical history,
  - (ii) the written report of each physical examination of the resident by a physician,
  - (iii) diagnoses,
  - (iv) orders for treatment of the resident including (as amended by R.O. 508/72),

NURSING HOMES ACT

R.O. 196/72

Ministry of  
Health

Section 88:

The administrator of a nursing home shall maintain personnel records for the nursing home that include for each person employed in the nursing home,

- (a) a written application for employment,
  - (i) signed by the employee,
  - (ii) stating the occupation of the employee,
  - (iii) the qualifications of the employee, including the employee's educational standing, occupational training and previous employment;
- (b) a health record; and
- (c) a record of daily hours of work.

RETENTION PERIOD: Not stated.

Section 92:

Every licensee shall,

- (a) maintain adequate and current financial records;
- (b) maintain a separate record of moneys obtained from sources other than The Health Insurance Act, 1972;
- (c) record the receipts, expenditures, assets, liabilities and equity of the nursing home;.....

RETENTION PERIOD: Not stated.

Section 93:

- (1) The administrator of a nursing home shall,.....
  - (c) maintain a separate book of account showing all deposits to and withdrawals from the trust account, the name of the resident for whom such deposit or withdrawal is made and the date of each deposit or withdrawal;
  - (f) with respect to each resident on whose behalf money is deposited in the trust account to the credit of such resident, retain in his possession for a period of not less than six years,
    - (i) the deposit books, deposit slips, pass-books, monthly bank statements, cheque books and cancelled cheques applicable to the trust account referred to in clause a,
    - (ii) the book of account referred to in clause c,
    - (iii) the written receipts referred to in clause d, and
    - (iv) the written instructions of the trustee referred to in clause e; .....

RETENTION PERIOD: Six years.

## NURSING HOMES ACT

R.O. 196/72

Ministry of  
Health

### Section 85: (continued)

- (b) (iv) a. orders for the administration of drugs,  
b. orders for medication, and  
c. follow-up notes indicating the resident's condition at each visit, signed by the physician attending the resident;
- (c) a written copy of every telephone order for treatment of the resident given by a physician, together with the signature of the registered nurse or registered nursing assistant to whom the telephone order was given and the counter-signature of the physician who gave the telephone order;
- (d) where the resident is an extended care resident, daily nursing notes that record every significant change in the resident's condition signed by the nurse in charge of the resident; and
- (e) any records required to be kept under the provisions of the Narcotic Control Act (Canada) or Part III of the Food and Drug Act (Canada).

RETENTION PERIOD: Refer to section 86.

### Section 86:

Except as otherwise provided in this Regulation, the medical records of a resident shall be retained,

- (a) where the resident is discharged from the nursing home, for a period of twenty years after the date of the discharge; or
- (b) where the resident dies in the nursing home, for a period of five years after the date of death.

RETENTION PERIOD: As herein stated applies to sections 74, 84 and 85.

### Section 87:

The administrator of a nursing home shall maintain general records for the nursing home that shall include,

- (a) with respect to each person who is or was a resident in the nursing home, particulars of admission, transfer, discharge, accident or death;
- (b) the date of each inspection by an inspector;
- (c) any written recommendations made by an inspector; and
- (d) particulars of each fire drill held in the nursing home.

RETENTION PERIOD: Not stated.

OLEOMARGARINE ACT

R.R.O. 625 (1970)

Ministry of  
Agriculture and Food

Section 8:

Each holder of a manufacturer's licence shall make, and keep for a period of at least one year, a record in respect of the oleomargarine that he manufactures showing,

- (a) the name or trade name under which the oleomargarine is sold in Ontario;
- (b) the quantity of oleomargarine manufactured; and
- (c) the names and addresses of the persons within Ontario to whom the oleomargarine is sold or delivered and the quantity sold or delivered to each person.

RETENTION PERIOD: One year.

Section 9:

Each holder of a wholesaler's licence shall make, and keep for a period of at least one year, a record in respect of the oleomargarine that he buys showing,

- (a) the name or trade name under which the oleomargarine is sold in Ontario;
- (b) the quantities of oleomargarine that are bought and sold by the wholesaler; and
- (c) the names and addresses of the persons from whom the oleomargarine was obtained.

RETENTION PERIOD: One year.

ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM ACT

R.O. 456/75

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 3:

- (1) The executive-director,
  - (a) shall maintain the books of account, records and documents of the Board and whatever information is necessary for the financial, administrative and actuarial requirements of the Board;.....

RETENTION PERIOD: Not stated.

ONTARIO TRANSPORTATION DEVELOPMENT CORPORATION ACT

R.O. 66 (1973)

Ministry of Transportation  
and Communications

Section 9:

- (1) The corporation shall appoint a registrar to keep at a location in the Province of Ontario the register of security holders of the Corporation.

RETENTION PERIOD: Not stated.

ONTARIO TRANSPORTATION DEVELOPMENT CORPORATION ACT

R.O. 66 (1973)

Ministry of Transportation  
and Communications

Section 9: (Continued)

- (2) The Corporation shall appoint a transfer agent to keep at a location in the Province of Ontario the register of transfers of all securities issued by the Corporation in registered form.

RETENTION PERIOD: Not stated.

ONTARIO WATER RESOURCES ACT

R.R.O. 648/70

Ministry of  
the Environment

Section 19:

A contractor shall maintain and have available for inspection at the well site during construction or testing up-to-date records of the construction and testing of the well.

RETENTION PERIOD: Not stated.

OPERATING ENGINEERS ACT

R.R.O. 649 (1970)

Ministry of Consumer  
and Commercial Relations

Section 21:

- (2) The person in charge of a shift in a plant shall record in the log book in respect of his shift,
- (a) the date, the number or designation of the shift and his name;
  - (b) any change from normal operating procedure, and the time of such change;
  - (c) any special instructions that may have been given to achieve the change referred to in clause b and the name of the person who gave the instructions;
  - (d) any unusual or abnormal condition observed in the plant, and the time thereof;
  - (e) repairs to any part of the plant and the time such repairs were commenced and, if completed on his shift, the time thereof; and
  - (f) the time of commencing and terminating his shift.
- (4) The user shall ensure that the log book is kept accessible in the plant for at least one year after the last entry therein and .....

RETENTION PERIOD: One year after last entry.

OPHTHALMIC DISPENSERS ACT

R.S.O. 334 (1970)

Ministry of  
Health

Section 9:

- (1) The registrar shall keep a register of all ophthalmic dispensers, showing their places of business or employment from time to time.

RETENTION PERIOD: Not stated.

PARTNERSHIPS ACT

R.S.O. 339 (1970)

Ministry of  
the Attorney General

Section 24:

The interests of partners in the partnership property and their rights and duties in relation to the partnership shall be determined subject to any agreement express or implied between the partners, by the following rules:

- (9) The partnership books are to be kept at the place of business of the partnership, or the principal place, if there is more than one, and every partner may, when he thinks fit, have access to and inspect and copy any of them.

RETENTION PERIOD: Not stated.

PAWBROKER'S ACT

R.S.O. 341 (1970)

Ministry of  
the Attorney General

Section 8:

- (1) Every pawnbroker who takes an article in pawn shall, before any money is lent thereon, enter in a book to be kept by him for that purpose,
- (a) the day, month and year in which the pledge was taken;
  - (b) the full name, address and a description of the person delivering the article for pawn reasonably sufficient to identify such person, including sex, and estimated age, height, complexion and full particulars of identification if produced and, where the person who delivers the article for pawn states that he is the agent of its owner for the purpose of pawning it, the name and address of the owner;
  - (c) a description of the pledge reasonably sufficient to identify it; and
  - (d) the sum lent on the pledge.

RETENTION PERIOD: Not stated.

## PAWBROKER'S ACT

R.S.O. 341 (1970)

Ministry of  
the Attorney General

### Section 11:

Every pawnbroker shall keep up to date during each year a list, arranged alphabetically, of the names of the persons who have pawned articles with him, and each such list shall be kept for not less than one year after the end of the year during which it was compiled.

RETENTION PERIOD: One year after compilation.

### Section 13:

Each pledge shall be identified by a number that corresponds with the number of the pawn ticket and the entry of the transaction in the pawnbroker's book, and, when the pledge is redeemed, the pawnbroker shall record the amount of interest taken and his charges and shall keep the record for not less than one year after redemption.

RETENTION PERIOD: One year after redemption.

### Section 23:

As soon as a notice mentioned in section 20 or 21 has been sent or published, the pawnbroker shall make or cause to be made an affidavit as to the sending or publication, as the case may be, of the notice, and such affidavit shall be kept by the pawnbroker for at least two years.

RETENTION PERIOD: Two years.

## PESTICIDES ACT

R.O. 618/74

Ministry of  
the Environment

### Section 45:

Where a pesticide mentioned in section 44 is used in a structural extermination, the exterminator shall,

- (a) keep, during the period of extermination, a record of the number and location of the baits used in the extermination .....

RETENTION PERIOD: During the period of extermination.

### Section 69:

- (1) Every person who operates an airborne machine in performing land exterminations shall,
  - (a) keep a record in Form 6 of each land extermination performed by him for a period of one year after the extermination is completed or for such longer period as may be required by the Director in writing; and

PESTICIDES ACT

R.O. 618/74

Ministry of  
the Environment

Section 69: (Continued)

- (b) if the land extermination was performed for an operator, provide a copy of the record mentioned in clause a to the operator after the extermination is completed, and the operator shall keep a copy of the record for one year or for such longer period as may be required by the Director in writing.

RETENTION PERIOD: One year after extermination.

- (2) A pilot or operator, as the case may be, shall produce the records mentioned in subsection 1 to a provincial officer when requested by him and, unless provided with a copy of the records, the provincial officer may remove the records, or any portion thereof, in order to make copies.

RETENTION PERIOD: Not stated.

Section 82:

- (2) Every pilot of the airborne machine shall,
- (a) keep a record in Form 6 of each water extermination performed by him for a period of one year or such longer period as may be required by the Director in writing; and
  - (b) if the water extermination was performed for an operator provide a copy of the record mentioned in clause a to the operator after the extermination is completed and the operator shall keep a copy of the record for one year or such longer period as may be required by the Director in writing.

RETENTION PERIOD: One year after extermination.

- (3) A pilot or operator, as the case may be, shall produce the records mentioned in subsection 2 to a provincial officer when requested by him, and, unless provided with a copy of the records, the provincial officer may remove the records, or any portion thereof, in order to make copies.

RETENTION PERIOD: Not stated.

Section 97:

- (1) Every holder of a vendor's licence shall keep a record of each sale or transfer of a Schedule 1, 2 and 5 pesticide setting out,
- (a) the name and address of the purchaser or transferee;

## PESTICIDES ACT

R.O. 618/74

Ministry of  
the Environment

### Section 97: (Continued)

- (b) the type and class of licence or permit to use, if any, held by the purchaser or transferee and the licence or permit number;
  - (c) a description of the pesticide sold or transferred, including the name, class, unit size and quantity of the pesticide.
- (2) A record made under subsection 1 shall be kept by the holder of the vendor's licence for a period of three years or such longer period as the Director may require by written notice.

RETENTION PERIOD: Three years after sale or transfer.

- (3) Every vendor who receives a written request from the Director for any record kept under subsection 1 shall forward the record or a copy thereof to the Director within thirty days of receiving the request.
- (4) The vendor shall produce any record kept under subsection 1 to a provincial officer when requested by him and the provincial officer may remove such record, or any portion thereof, in order to make copies.

## PETROLEUM RESOURCES ACT

R.O. 45/72

Ministry of  
Natural Resources

### Section 18:

- (2) When a well is in the process of being bored, drilled, deepened, worked over or plugged, the operator shall keep at the well or at his field office, provided it is within reasonable distance of the well, a daily record of the operations.
- (3) The daily record shall set out complete information on all operations carried on during the day and, without restricting the generality of the foregoing, shall include,
  - (a) the depth at the beginning of the day or shift;
  - (b) the depth at the end of the day or shift;
  - (c) the diameter of the hole;
  - (d) any change in casing;
  - (e) if casing is set, all information regarding the setting including size, type, grade and weight of casing, whether the casing is new or used, and the depth at which it is set;
  - (f) particulars of cementing;
  - (g) the depth at which any showing, however small, of oil, gas or water is encountered, and the flows, pressures and levels thereof; and
  - (h) a report of each log, survey, formation test, deviation test or other test taken or made.

PETROLEUM RESOURCES ACT

R.O. 45/72

Ministry of  
Natural Resources

Section 18: (Continued)

- (4) Any suspension of operations shall be noted on the daily record.
- (5) The record kept shall note and describe, in addition to drilling operations, all other operations carried on, including fishing, shooting, perforating, acidizing, fracturing, surveying and plugging.
- (6) The record required by this section shall be available to an inspector at all reasonable times.

RETENTION PERIOD: Not stated.

Section 30:

- (1) The operator of a producing oil or gas well shall keep at an office within Ontario, in a form satisfactory to the Minister, complete and accurate records of the well showing,
  - (a) the quantities of oil, gas and water produced;
  - (b) the average separator pressure if a separator is in use;
  - (c) full particulars of the disposition of all products of the well; and
  - (d) where the product is sold, the name of the purchaser and the amount realized from the sale, but, where group production has been approved by the Minister, such records shall be kept for the group of wells and all records shall be available for examination at all reasonable times by the Minister or his representative.

RETENTION PERIOD: Not stated.

Section 48:

- (1) The operator shall supply to the Minister within thirty days after the end of boring, drilling or deepening operations,
  - (a) a copy of all drill-stem test reports and of the pressure charts for each drill-stem test taken at the well; and
  - (b) a list of the drill-stem tests taken at the well indicating the chronological sequence and depth interval of each drill-stem test.
- (2) During any period of testing following completion of a well or following working over of a well, the operator shall maintain a record of the production which shall be available to the Department.

RETENTION PERIOD: Not stated.

PETROLEUM RESOURCES ACT

R.O. 45/72

Ministry of  
Natural Resources

Section 55:

- (3) Every producer of oil or gas shall maintain a map or maps of his production and collection systems and such map or maps shall be available for examination at all reasonable times by the Minister or his representative.

RETENTION PERIOD: Not stated.

Section 56:

- (1) The operator of an injection well used to repressure, maintain pressure in or flood any oil or gas horizon shall keep at the well, or at his field office, a record in a form satisfactory to the Minister showing,
- (a) the total volume of fluid or other substance injected into the well;
  - (b) the source from which the fluid or other substance was obtained;
  - (c) the average daily injection rate;
  - (d) the average injection pressure; and
  - (e) particulars of any treatment to which the fluid or other substance has been subjected.

RETENTION PERIOD: Not stated.

Section 57:

- (1) The operator of a well for the disposal of mineral water shall keep at the well, or at his field office, a record in a form satisfactory to the Minister showing,
- (a) the total volume of fluid injected into the well;
  - (b) the source from which the fluid was obtained;
  - (c) the average daily injection rate; and
  - (d) the average injection pressure.

RETENTION PERIOD: Not stated.

Section 59:

- (3) Where a well is classified by the Department as an exploratory well, the following information respecting it shall be held confidential for one year from its completion date:
1. Connate water determinations and other liquid saturation measurements.
  2. Drill-stem test data.
  3. Core analyses.
  4. Oil, gas and water, and pressure-volume-temperature analyses.
  5. Static top hole or bottom hole pressure data.

PETROLEUM RESOURCES ACT

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Ministry of  
Natural Resources

Section 59: (Continued)

6. Flowing and other special bottom hole pressure data gathered by the Department.
7. Back pressure test data.
8. Perforations, well treatments, cored intervals and abandonment details.
9. Logs, except those logs which in the opinion of the Minister, are obtained solely for geophysical purposes.
10. Geological markers.
11. Drill cutting samples and core and information from drill cutting samples and core preserved by the Department.

RETENTION PERIOD: Not stated.

- (4) Where a well is classified by the Department as a development well, the following information respecting it shall be held confidential for at least thirty days from the completion date of the well and in any event not be released prior to the release of information respecting the discovery well:
1. Connate water determinations and other liquid saturation measurements.
  2. Drill-stem data.
  3. Core analyses.
  4. Oil, gas and water and pressure-volume-temperature analyses.
  5. Static top hole or bottom hole pressure data.
  6. Flowing and other special bottom hole pressure data gathered by the Department.
  7. Back pressure test data.
  8. Perforations, well treatments, cored intervals and abandonment details.
  9. Logs, except those logs which in the opinion of the Minister, are obtained solely for geophysical purposes.
  10. Geological markers.
  11. Drill cutting samples and core and information from drill cutting samples and core preserved by the Department.

RETENTION PERIOD: Not stated.

- (7) Logs that, in the opinion of the Minister, are obtained solely for geophysical purposes shall be held confidential for twenty-four months from the date of logging.

RETENTION PERIOD: Not stated.

PHARMACY ACT

R.S.O. 348 (1970)

Ministry of  
Health

Section 20:

- (1) The registrar shall keep,
  - (a) a register of all persons registered under this Act as pharmaceutical chemists showing their places of business or employment from time to time;

RETENTION PERIOD: Not stated.

- (b) a register of all persons registered under this Act as apprentices showing the name and business address of the pharmaceutical chemist to whom each is apprenticed; and

RETENTION PERIOD: Not stated.

- (c) a register of all persons registered under this Act as interns showing their places of employment from time to time and the name and business address of the pharmaceutical chemist to whom each is apprenticed.

RETENTION PERIOD: Not stated.

Section 48:

- (1) A record of every sale of a poison referred to in Part 1 of Schedule A shall be entered in a poison-book kept by the seller for that purpose.

RETENTION PERIOD: Not stated.

Section 53:

Every person who presents a written prescription to a pharmaceutical chemist to be filled, unless otherwise directed by the prescriber, is entitled to have a copy of it furnished to him by the pharmaceutical chemist, but the original prescription shall be retained by the pharmaceutical chemist.

RETENTION PERIOD: Not stated.

Section 55:

Every pharmaceutical chemist shall keep a record of every purchase or sale made by him of a drug referred to in Part 1 of Schedule D and showing the date and quantity of the purchase or sale, the name of the person from whom it was purchased or to whom it was sold and the name of the person upon whose prescription it was sold.

RETENTION PERIOD: Not stated.

PLANNING ACT

R.O. 419/75

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 8:

The Secretary-Treasurer or, where the office of Secretary-Treasurer is vacant or he is unable to carry out his duties through illness or otherwise, some other person authorized by the Committee shall attend all meetings and hearings and shall maintain all applications submitted to the Committee, together with all correspondence addressed to the Committee and all other records of the Committee, and minutes of all the Committee's meetings and hearings to include full and sufficient particulars of all written comments in relation to each application.

RETENTION PERIOD: Not stated.

Section 9:

- (1) Commencing on the 1st day of September, 1975 and continuing until the 31st day of December, 1975 and thereafter for every six-month period commencing on the 1st days of January and July respectively, the Secretary-Treasurer shall, on each of two unmarked National Topographic Series maps, as produced by the Surveys and Mapping Branch of the Department of Energy, Mines and Resources of the Government of Canada, at a scale not smaller than 1:50,000, mark with a small dot together with the submission number referred to a subsection 2, the location of each site that is the subject-matter of an application that the Committee has approved which establishes a new residential, commercial, industrial or seasonal residential lot.

RETENTION PERIOD: Not stated.

- (2) The letter "R" shall be placed after the submission number referred to in subsection 1 for a residential lot, the letter "C" shall be placed after the submission number referred to in subsection 1 for a commercial lot, the letter "I" shall be placed after the submission number referred to in subsection 1 for an industrial lot and the letter "S" shall be placed after the submission number referred to in subsection 1 for a seasonal residential lot.

RETENTION PERIOD: Not stated.

PLANNING ACT

R.O. 419/75

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 10:

On the 31st day of December and on the 30th day of June in each year, one of the plotting maps for the immediately preceding period referred to in subsection 1 of section 9 shall be submitted to the Executive Director of the Plans Administration Division of the Ministry of Housing by the Secretary-Treasurer, and the other plotting map shall be maintained as a permanent record by the Secretary-Treasurer.

RETENTION PERIOD: Permanent.

POUNDS ACT

R.S.O. 353 (1970)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 10:

- (4) The clerk on receiving the notice shall forthwith enter a copy thereof in a book to be kept by him for that purpose.....

RETENTION PERIOD: Not stated.

PREARRANGED FUNERAL SERVICES ACT

R.R.O. 687 (1970)

Ministry of Consumer  
and Commercial Relations

Section 1:

Every funeral director who receives money under an agreement referred to in section 2 of the Act shall maintain a register in which he shall enter,

- (a) the date of the agreement;
- (b) the name and address of the person with whom the agreement was made;
- (c) the date on which the agreement is fully performed; and
- (d) an account showing the full details of the trust moneys received, deposited, disbursed or paid under a contract referred to in subsection 2 of section 2.

RETENTION PERIOD: Not stated.

PREGNANT MARE URINE FARM ACT

R.R.O. 688 (1970)

Ministry of  
Agriculture and Food

Section 19:

Every person who is the operator of a P.M.U. farm shall maintain a record of every mare that is on production on his farm and the record shall contain, in as accurate a form as may be practicable,

- (a) the colour and markings of the mare;
- (b) the height of the mare measured at the withers;
- (c) the approximate weight of the mare at the time the mare is placed on production;
- (d) the breed or type of the mare;
- (e) the age of the mare;
- (f) the name and address of the owner of the mare where the mare is not owned by the P.M.U. farm operator;
- (g) any treatment given or applied to the mare in respect of any wound, disease or abnormal condition and the date on which such treatment was given or applied;
- (h) any treatment given or applied to the mare in respect of parasites and the date on which such treatment was given or applied;
- (i) the date on which the mare was bred; and
- (j) the number of any tattoo on the mare.

RETENTION PERIOD: Not stated.

Section 20:

Every person who is the operator of a P.M.U. farm shall maintain a record of every foal under ninety days of age that was foaled on the farm and the record shall contain, in as accurate a form as may be practicable,

- (a) the date of birth of the foal;
- (b) the sex of the foal;
- (c) the colour and markings of the foal;
- (d) where the foal is sold or otherwise disposed of, the manner of sale or disposition, the person, if any, to whom the foal was sold or disposed of and the date on which the foal was sold or disposed of; and
- (e) where the foal is sold, the bill of sale for the foal.

RETENTION PERIOD: Not stated.

Section 21:

Every person who is the operator of a P.M.U. farm shall maintain a record of every horse, other than a mare that is on production, or a foal that is less than ninety days of age, that is on the farm and the record shall contain, in as accurate a form as may be practicable,

- (a) the colour and markings of the horse;
- (b) the breed or type of the horse;
- (c) the age of the horse;
- (d) the sex of the horse;

## PREGNANT MARE URINE FARM ACT

R.R.O. 688 (1970)

Ministry of  
Agriculture and Food

### Section 21: (Continued)

- (e) any treatment given or applied to the horse in respect of any wound, disease or abnormal condition and the date on which such treatment was given or applied; and
- (f) any treatments given or applied to the horse in respect of parasites and the date on which such treatment was given or applied.

RETENTION PERIOD: Not stated.

### Section 22:

Every person who is a P.M.U. contractor shall maintain a record of all pregnant mare urine in respect of which he has entered into any contract and such record shall contain the name of the operator of any P.M.U. farm on which such urine was produced and the date on which the urine was shipped from such P.M.U. farm.

RETENTION PERIOD: Not stated.

### Section 23:

Every person who is the operator of a P.M.U. farm and who has entered into a contract respecting the sale of pregnant mare urine produced on a farm operated by a person other than himself, shall, in addition to maintaining the records required by sections 19, 20 and 21, maintain the records required of a P.M.U. contractor by section 22.

RETENTION PERIOD: Not stated.

## PRIVATE HOSPITALS ACT

R.S.O. 361 (1970)

Ministry of  
Health

### Section 17:

- (1) The licensee of every private hospital shall keep or cause to be kept a register of patients in which shall be entered,
  - (a) the name, age, sex and usual place of residence of each patient, and the date of his admission to the hospital;
  - (b) each patient's diagnosis;
  - (c) the name of the medical practitioner, if any, attending each patient;
  - (d) the date on which each patient leaves the hospital and, if transferred to another hospital, the name of the other hospital or, in the event of the death of a patient in the hospital, the date of his death; and

PRIVATE HOSPITALS ACT

R.S.O. 361 (1970)

Ministry of  
Health

Section 17: (Continued)

- (e) such other particulars as are prescribed by the Commission.

RETENTION PERIOD: Not stated.

R.R.O. 689 (1970)

Section 9:

The attending physician is responsible for the preparation of a complete medical record, including identification, complaint, present history, family history, physical examination, special reports including reports of consultations, laboratory examinations, X-ray, provisional diagnosis, medical or surgical treatment, pathological findings, progress notes, reports of operations and anaesthesia, final diagnosis, condition on discharge and follow-up record.

RETENTION PERIOD: Not stated.

Section 10:

The superintendent of every private hospital shall retain and preserve in a place of safe keeping all records relating to every patient of the hospital.

RETENTION PERIOD: Not stated.

Section 14:

Every operation performed in a private hospital shall be fully described in writing by the surgeon and the written description shall form part of the patient's record.

RETENTION PERIOD: Not stated.

Section 15:

The anaesthetist shall be a legally qualified medical practitioner and shall furnish a record showing the type of anesthetic given, amount used, length of anaesthesia and the condition of the patient after the operation.

RETENTION PERIOD: Not stated.

Section 22:

- (3) The register kept by the hospital shall show the name and address of a legally qualified medical practitioner who has charge of the treatment of every patient.

RETENTION PERIOD: Not stated.

PRIVATE HOSPITALS ACT

R.R.O. 689 (1970)

Ministry of  
Health

Section 33:

- (1) The superintendent shall keep a permanent record of all examinations and tests of every employee of the hospital.....

RETENTION PERIOD: Permanent.

PRIVATE SANITARIA ACT

R.S.O. 363 (1970)

Ministry of  
Health

Section 21:

- (1) Every proprietor or superintendent who receives a patient into a sanitarium shall, within two days after his reception, make an entry with respect to him in a book to be kept for that purpose, called the "Register of Patients", according to the form and containing the particulars mentioned in Form 4, so far as he can ascertain the same, and, when a patient is discharged or dies, an entry of the fact shall be made in the appropriate column.

RETENTION PERIOD: Not stated.

Section 25:

Where a patient is removed or discharged from a sanitarium or dies therein, the proprietor or superintendent shall, within two clear days next after the removal, discharge or death, make an entry thereof in a book to be kept for that purpose in Form 6 and stating the particulars in Form 6, and shall also within the same period transmit written notice thereof in Form 7 and also of the cause of the removal, discharge or death, if known, to the secretary of the board.

RETENTION PERIOD: Not stated.

Section 29:

- (1) There shall be kept in every sanitarium a record called "The Clinical Record" in which the medical practitioner keeping or residing in or visiting the sanitarium shall make or cause to be made entries at least every week of the mental state and bodily condition of each patient and a correct statement of the treatment pursued.

RETENTION PERIOD: Not stated.

## PRIVATE SANITARIA ACT

R.S.O. 363 (1970)

Ministry of  
Health

### Section 32:

.....there shall be kept in every such sanitarium a copy of this Act, bound in a book called "The Visitors' Book".

RETENTION PERIOD: Not stated.

### Section 38:

- (3) If the visitors after such conference, discharge a patient and the superintendent or medical practitioner has furnished them with a statement in writing containing his reasons against the discharge, they shall forthwith transmit such statement to the secretary of the board who shall enter and register it in a book to be kept for that purpose.

RETENTION PERIOD: Not stated.

## PSYCHOLOGISTS REGISTRATION ACT

R.S.O. 372 (1970)

Ministry of  
Health

### Section 9:

- (1) The Board shall keep a register in which shall be entered the name of every person who has been granted a certificate of registration.

RETENTION PERIOD: Not stated.

## PUBLIC ACCOUNTANCY ACT

R.S.O. 373 (1970)

Ministry of  
the Attorney General

### Section 13:

- (1) The Council shall maintain a roll to be called "The Roll of Public Accountants in Ontario". (Refer to section 1 (a)).

RETENTION PERIOD: Not stated.

### Section 27:

- (2) The Council shall manage, administer and keep proper accounts of the fund.

RETENTION PERIOD: Not stated.

PUBLIC COMMERCIAL VEHICLES ACT

R.R.O. 700 (1970)

Ministry of Transportation  
and Communications

Section 16:

- (1) Every holder of an operating licence shall keep an accurate record of the hours of labour of drivers of vehicles operated under the licence.
- (2) Every driver of a public commercial vehicle shall keep an accurate record of his hours of labour.

RETENTION PERIOD: Not stated.

Section 23:

- (5) Licensees shall maintain a separate record of all cash-on-delivery shipments, collections and remittances,.....

RETENTION PERIOD: Not stated.

PUBLIC HEALTH ACT

R.S.O. 377 (1970)

Ministry of  
Health

Section 23:

- (1) The proceedings of every local board shall be recorded by the secretary in a book to be kept for that purpose.

RETENTION PERIOD: Not stated.

R.R.O. 701 (1970)

Section 40:

A copy of the provisions of this Part shall be obtained from the inspector and kept on file in every standard camp and shall be open to inspection by every employee employed therein.

RETENTION PERIOD: Not stated.

Section 47:

- (1) The employer shall keep records showing,
  - (a) all sums deducted from the wages of employees under section 42; and
  - (b) the disbursement of the sums so deducted.

RETENTION PERIOD: Not stated.

PUBLIC HEALTH ACT

R.R.O. 704 (1970)

Ministry of  
Health

Section 9:

The medical officer of health shall cause to be compiled and maintained a medical record of each person who receives a tuberculin test or an immunization or other treatment under this Regulation showing,

- (a) the identity of the person;
- (b) the date of the test, immunization or treatment;
- (c) in the case of an immunization, the type thereof and amount; and
- (d) in the case of tubercular or other treatment, particulars of the examinations, findings and drugs given.

RETENTION PERIOD: Not stated.

R.R.O. 714 (1970)

Section 30:

- (2) The person in charge of the recorder shall sign every chart and shall see that,
  - (a) the date of each operation of the pasteurizer or holder;
  - (b) the number of the pasteurizer or holder, if more than one is in use, to which the recorder was attached; and
  - (c) a recording of the indicating thermometer at some time corresponding with a marked point in the holding period, are recorded on the chart.
- (4) The operator shall keep every chart for a period of three months after the date thereof.

RETENTION PERIOD: Three months.

R.R.O. 719 (1970)

Section 43:

- (1) Every operator shall maintain records of purchases of livestock and meats for process or manufacture, and of slaughterings.
- (2) The records mentioned in subsection 1 shall include,
  - (a) the name and address of the person from whom the meat or livestock is purchased and the date of the purchase;
  - (b) live weight or dressed weight of animals for slaughter;
  - (c) the weight of meat intended for process or manufacture; and
  - (d) the number and kind of animals slaughtered, and the date of slaughtering.

RETENTION PERIOD: Not stated.

PUBLIC HEALTH ACT

R.O. 129/74

Ministry of  
Health

Section 25:

- Every operator shall keep daily records that shall set out,
- (a) the free available chlorine and the total chlorine residuals in the pool water or where a bromine compound is used, the total bromine residual. (Refer to section 20 (4));
  - (b) the hydrogen ion concentration of the pool water;
  - (c) the total number of bathers admitted to the pool each day;
  - (d) the reading in gallons of the make-up water meter; and
  - (e) any emergencies, rescues or breakdowns of equipment that have occurred.

RETENTION PERIOD: Not stated.

R.O. 250/74

Section 4:

- (2) Every owner and operator of a specimen collection centre shall ensure that a record is kept indicating,
  - (a) the names of the patients attending the centre;
  - (b) the names of the physicians who requested the taking and collecting of the specimens;
  - (c) the specimen or specimens taken and collected from each patient;
  - (d) the date and time of submission of the specimens to a licensed laboratory; and
  - (e) the name and address of the laboratory to which the specimens are sent.

RETENTION PERIOD: Not stated.

PUBLIC HOSPITALS ACT

R.R.O. 729 (1970)

Ministry of  
Health

Section 17:

- (1) A hospital shall keep a register of patients containing,
  - (a) a register number;
  - (b) the name of the patient;
  - (c) the sex of the patient;
  - (d) the age of the patient;
  - (e) the date of admission;
  - (f) the name of the admitting physician; and
  - (g) where such is the case, a notation that the patient is admitted for a delivery, for each patient admitted to the hospital.

PUBLIC HOSPITALS ACT

R.R.O. 729 (1970)

Ministry of  
Health

Section 17: (Continued)

- (2) The register of patients referred to in subsection 1 may be photographed and destroyed in the same manner as medical records in accordance with the provisions of sections 42 and 43.
- (3) Where the register of patients referred to in subsection 1 is not photographed pursuant to subsection 2, the information contained in the register shall be retained in the hospital for fifty years following the date when such information was entered in the register.  
(As amended by R.O. 100/74, section 3).

RETENTION PERIOD: Fifty years unless photographed.  
(Refer to sections 42 and 43).

Section 35a:

- (1) Where a report is made,
  - (a) as the result of a pathological or other laboratory examination of a patient or an out-patient; or
  - (b) of any tissue, fluid or other material removed from a patient or an out-patient;the original report shall be part of the medical record of the patient or out-patient.

RETENTION PERIOD: Refer to sections 42, 43, 44, 45.

- (2) A copy of the report made under subsection 1 shall be retained in the laboratory where the examination and report referred to in subsection 1 were made, for three years from the date when the report was made and may be destroyed at any time thereafter by the director of the laboratory.  
(As amended by R.O. 100/74, section 6).

RETENTION PERIOD: Three years from date of report.

Section 38:

The board shall cause to be compiled for each patient a medical record including,

- (a) identification;
- (b) history of present illness;
- (c) history of previous illnesses;
- (d) family history;
- (e) provisional diagnosis;
- (f) orders for treatment;
- (g) progress notes;

PUBLIC HOSPITALS ACT

R.R.O. 729 (1970)

Ministry of  
Health

Section 38: (Continued)

- (h) reports of,
  - (i) condition on discharge,
  - (ii) consultations,
  - (iii) follow-up care,
  - (iv) laboratory examinations,
  - (v) medical, surgical and obstetrical treatment,
  - (vi) operations and anaesthesia,
  - (vii) physical examinations,
  - (viii) radiological examinations, and
  - (ix) post mortem examination, if any;
- (i) final diagnosis; and
- (j) death certificate.

RETENTION PERIOD: See sections 42, 43, 44, 45.

- (2) The medical record of a newborn infant may be made, kept, photographed and destroyed as a part of the medical record of the mother of the infant. (As amended by R.O. 100/74, section 7).

RETENTION PERIOD: Not stated.

Section 40:

- (1) When a patient dies, the attending physician shall complete Form 2 and deliver it to the superintendent for the medical record of the patient.

RETENTION PERIOD: Refer to sections 42, 43, 44.

RETENTION PERIODS FOR REPORTS: Stated in sections 42, 43, 44, 45.  
Section 42:

- (1) Where medical records are photographed in order to keep a permanent record thereof, such photographing shall be carried out in accordance with a practice established by the board after considering a recommendation from the medical advisory committee, for the photographing of medical records of patients and out-patients.
- (2) Medical records that have been photographed pursuant to subsection 1 shall be retained for two years from the date of discharge or death of the patient and may be destroyed thereafter by the administrator.
- (3) Photographs made pursuant to subsection 1 shall be retained for fifty years from the date when they were made and may be destroyed thereafter by the administrator.

PUBLIC HOSPITALS ACT

R.R.O. 729 (1970)

Ministry of  
Health

Section 43:

When medical records or photographs thereof are destroyed, the administrator shall forthwith make a statutory declaration under oath stating the date and manner of the destruction, the fact that the destruction was carried out in accordance with a practice established by the board pursuant to section 42 and the names of the patients whose records or photographs of records were destroyed, and the administrator is responsible for the safekeeping of such declaration.

Section 44:

Medical records that have not been photographed in accordance with a practice established by the board pursuant to section 42 shall be retained by the hospital,

- (a) for twenty years following the date of the discharge of the patient or the date of the last visit of the out-patient, as shown on the medical records; or
  - (b) for five years following the death of the patient or out-patient,
- and may be destroyed thereafter by the administrator.

Section 45:

- (1) The medical record of a patient or of an out-patient under eighteen years of age may be photographed and destroyed in accordance with the provisions of sections 42 and 43.
- (2) Where the medical record of a patient or an out-patient under eighteen years of age is to be photographed pursuant to subsection 1, it shall be retained,
  - (a) for twenty years after the eighteenth anniversary of the birth of the patient or the out-patient, as the case may be; or
  - (b) where the patient or the out-patient is deceased, for five years after the patient or the out-patient, as the case may be,  
would have become eighteen years of age if he had lived.  
(As amended by R.O. 100/74, section 8.)

Section 46:

- (1) Nurses' notes, charts showing temperature, blood pressure and respiration, sheets showing vital signs or fluid balance and other notes not made by a physician need not be photographed or retained as part of the medical record unless,
  - (a) a court action has been commenced and the administrator has been served with notice that such notes, charts and sheets may be required;

PUBLIC HOSPITALS ACT

R.R.O. 729 (1970)

Ministry of  
Health

Section 46: (Continued)

- (b) such notes, charts and sheets contain information which indicates that the patient had suffered some misadventure in the hospital; or
- (c) the medical record that should have been made by a physician or physicians is incomplete or inadequate in the opinion of the administrator or of the records committee of the hospital.
- (2) Notes, charts and sheets required to be retained under subsection 1 shall be considered part of the medical record.
- (3) Notes, charts and sheets not required to be retained under subsection 1 are not part of the medical record but shall be retained for five years from the date of discharge or death of the patient and may be destroyed thereafter by the administrator.

RETENTION PERIOD: Five years from date of discharge or death, unless section 2 applies.

Section 47a:

- (1) A slide made for microscope examination from tissue removed from a patient or an out-patient on which a report has been made by a pathologist or other medical practitioner shall be retained in the hospital in which the slide was examined,
  - (a) for five years after the date when the slide was made where the slide was reported as showing some significant abnormality or where the administrator is served with notice that a court action has been commenced and that the slide might be required for use in the action; or
  - (b) for two years after the date when the slide was made where the slide was reported as not showing any significant abnormality,  
and may be destroyed thereafter by the administrator or the director of the laboratory in which the slide was made.
- (2) Notwithstanding section 43, a statutory declaration is not required where a microscopic slide is destroyed under subsection 1.

RETENTION PERIOD: Five years after the date slide was made if any abnormality or court action is taken.  
Two years after the date slide was made if no abnormality.

PUBLIC HOSPITALS ACT

R.R.O. 729 (1970)

Ministry of  
Health

Section 47:

- (1) X-ray films are part of the medical record unless a report of the radiological examination is written by a physician and retained as part of the patient's medical record.
- (2) An X-ray film that is not part of the medical record shall be retained after the date of discharge or death of the patient, or after the date of the last visit of the out-patient as shown on the medical record,
  - (a) for five years, if the film was a film of the chest, other than a miniature film taken as a routine admission procedure;
  - (b) for five years, if the film was reported as showing some significant abnormality or if the administrator is served with a notice that a court action has been commenced and that the film might be required for use in the action; or
  - (c) for one year if the film, other than a chest film mentioned in clause a, was reported as not showing any significant abnormality,and may be destroyed thereafter by the administrator.

RETENTION PERIOD: As herein stated.

Section 52:

The anaesthetist shall prepare an anaesthetic record with respect to each patient that shows the,

- (a) medication given in contemplation of anaesthesia;
- (b) anaesthetic agents used, methods of administration of such agents and the proportions or concentrations of all agents administered by inhalation;
- (c) names and quantities of all drugs given by injection;
- (d) duration of the anaesthesia;
- (e) quantities and type of all blood and the nature of any blood derivations and other fluids administered intravenously during the operation; and
- (f) patient's condition before, during and after the operation.

RETENTION PERIOD: Refer to sections 42, 43, 44, 45.

Section 54:

- (1) Where a person takes blood from a person for a transfusion, the person taking the blood shall make a record showing,
  - (a) the name, address, blood-grouping and Rh-factor typing of the person from whom the blood is taken;
  - (b) the date of taking of the blood;
  - (c) the amount of blood taken; and
  - (d) the result of any Wasserman or Kahn test made on a sample of the blood taken for the transfusion.

RETENTION PERIOD: Not stated.

PUBLIC HOSPITALS ACT

R.R.O. 729 (1970)

Ministry of  
Health

Section 59:

- (1) When an indigent patient,
  - (a) is critically ill; or
  - (b) remains in hospital for a period of thirty days, at least two members of the active medical staff shall,
  - (c) hold a consultation; and
  - (d) record in writing and sign their findings and recommendations in respect of the patient and deliver the record showing the date of the consultation to the superintendent.

RETENTION PERIOD: Not stated.

Section 66:

Where a hospital employee shows evidence of tuberculosis, the administrator, within seven days of the time of the diagnosis, shall.....keep for inspection by the Commission and the Department a copy of the complete report and of the employee's record of examinations, X-rays and tests.

RETENTION PERIOD: Not stated.

Section 67:

- (1) The administrator shall keep a permanent record of all examinations and tests of every employee of the hospital and, if requested, shall send a copy of every record, including the X-ray films, to The Workmen's Compensation Board, to the Department or to the Commission.
- (2) The permanent record of all examinations and tests referred to in subsection 1 shall be kept by the administrator for three years after the employee has ceased to be employed in the hospital.

RETENTION PERIOD: Three years by administrator after employee has ceased employment.

Section 79:

The administrator shall,.....

- (h) keep for at least two years a written record of the inspections, tests and practices made under this section and the findings thereon;

RETENTION PERIOD: Two years.

PUBLIC LIBRARIES ACT

R.S.O. 381 (1970)

Ministry of  
Culture and Recreation

Section 12:

- (2) Every board shall appoint a secretary, who may also be the librarian and who shall,
- (b) keep a full and correct record of the proceedings of every meeting of the board in a minute book provided for that purpose by the board, and ensure that the minutes when confirmed are signed by the presiding officer.

RETENTION PERIOD: Not stated.

PUBLIC PARKS ACT

R.S.O. 384 (1970)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 9:

The board shall keep in its office all books, maps, plans, papers and documents used in and pertaining to the business of the board, and the same shall be open to the examination of the members of the council, and of any other person appointed for that purpose by the council.

RETENTION PERIOD: Not stated.

Section 10:

The board shall keep accounts of its receipts, payments, credits and liabilities, and the accounts shall be audited by the auditor of the municipal corporation in like manner as other accounts of the municipal corporation, and shall thereafter be laid before the council by the board.

RETENTION PERIOD: Not stated.

PUBLIC UTILITIES ACT

R.S.O. 390 (1970)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 46:

- (1) Separate books and accounts of the revenues derived from every public utility under its management shall be kept by the commission, and such books and accounts shall also be kept separate from the books and accounts relating to the other property, funds, or assets connected with such public utility, and such books and accounts shall be open to inspection by any person appointed for that purpose by the council.

PUBLIC UTILITIES ACT

R.S.O. 390 (1970)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 46: (Continued)

- (2) Subsection 1 is subject to section 9 of The Department of Municipal Affairs Act.

RETENTION PERIOD: Not stated.

Section 47:

- (1) The commission shall on or before the 1st day of April in each year or upon such other day as the council may direct, furnish to the council a statement of affairs of each public utility undertaking, including in respect of each undertaking,
- (a) the number of customers supplied during the previous calendar year;
  - (b) a balance sheet of assets and liabilities, including the value of the physical property, the amount of the sinking fund and the amount of current assets, also the amount of outstanding debentures and of current liabilities; and
  - (c) a statement of revenue and expenditure, including the amount received from customers and the amount of other revenue, if any, also the amount expended for operation and maintenance, improvements and extensions, and for salaries and other office and management expenses, and the amount paid or set aside for interest, principal and sinking fund on the debentures.

RETENTION PERIOD: Not stated.

Section 48:

A book wherein shall be recorded all the proceedings of the commission shall be kept and shall be open to inspection by any person appointed for that purpose by the council.

RETENTION PERIOD: Not stated.

PUBLIC VEHICLES ACT

R.R.O. 762 (1970)

Ministry of Transportation  
and Communications

Section 30:

A licensee shall keep a record of,

- (a) the hours of labour of all drivers and the vehicle or vehicles driven by each during those hours;
- (b) the operation of each public vehicle, showing each trip on which it is operated; and

PUBLIC VEHICLES ACT

R.R.O. 762 (1970)

Ministry of Transportation  
and Communications

Section 30: (Continued)

- (c) every chartered or special trip operated by the licensee, showing the seating capacity of the vehicle used on the trip and the date and terminals of the trip,  
and shall make the records available at any reasonable time within one year of the making thereof for inspection by an officer of the Department.

RETENTION PERIOD: One year.

PYRAMIDIC SALES ACT

S.O. 57 (1972)

Ministry of Consumer and  
Commercial Relations

Section 13:

- (1) Every promoter shall maintain at such places in Ontario as have been approved in writing by the Registrar registers setting out the names and addresses of all investors in the pyramid scheme, and describing the territories that have been allotted to each.

RETENTION PERIOD: Not stated.

R.O. 300/72

Section 5:

Every promoter shall keep on his premises, proper records and books of account, in accordance with accepted principles of double entry bookkeeping.

RETENTION PERIOD: Not stated.

RACE TRACKS TAX ACT

R.S.O. 397 (1970)

Ministry of  
Revenue

Section 3:

- (2) Every person owning, operating or using a race track and holding a race meeting shall maintain an office at or near the race track and within Ontario at which at all times shall be kept the books of account and vouchers relating to the race track and any race meetings held by him, and, in the case of a company, association or club, the minute book shall also be kept at such office and the books of account, vouchers and minute book shall at all times be open to the inspection of the Minister or his duly accredited representative.

RETENTION PERIOD: Not stated.

RADIOLOGICAL TECHNICIANS ACT

R.S.O. 399 (1970)

Ministry of  
Health

Section 6:

- (1) The registrar shall keep a register of all registered radiological technicians showing their places of business or employment from time to time.

RETENTION PERIOD: Not stated.

RAILWAYS ACT

R.S.O. 331 (1950)

Ministry of Transportation  
and Communications

Section 38:

A true and perfect account of the names and places of abode of the several shareholders shall be entered in a book to be kept for that purpose, as well as of the several persons who from time to time become proprietors of or entitled to any shares therein, and of all the other acts, proceedings and transactions of the company and of the directors for the time being and such account shall be open to the inspection of the shareholders.

RETENTION PERIOD: Not stated.

Section 195:

- (2) When any special freight tariff reduces any toll previously authorized to be charged under this Act, the company shall, for three days before the date on which the tariff is intended to take effect, deposit and keep on file in a convenient place, open for the inspection of the public during office hours, a copy of the tariff, at every station or office of the company where freight is received, or to which freight is to be carried thereunder,..... and also post up in a prominent place, at each such office or station, a notice in large type directing public attention to the place in such office or station where the tariff is so kept on file, but the Board may, by regulation or otherwise, determine and prescribe any other or additional method of publication of the tariff during such period.

RETENTION PERIOD: Not stated.

## RAILWAYS ACT

R.S.O. 331 (1950)

Ministry of Transportation  
and Communications

### Section 204:

- (1) The company shall deposit and keep on file in a convenient place, open for the inspection of the public during office hours, a copy of each of its tariffs at the following places respectively,
  - (a) standard passenger and freight tariffs at every station or office of the company where passengers or freight respectively are received for carriage thereunder;
  - (b) special passenger and freight tariffs at every station or office of the company where passengers or freight respectively are received for carriage thereunder and, as to such freight tariffs, as soon as possible, at each of its stations or offices to which freight traffic is to be carried thereunder;
  - (c) competitive tariffs, at each freight station or office of the company where goods are to be received and delivered thereunder;
  - (d) joint tariffs for traffic passing over any continuous route in Ontario, operated by two or more companies at each freight station or office where traffic is to be received, and at each freight station to which such tariffs extend.
- (2) The company shall keep on file at its stations or offices, where freight is received and delivered, a copy of the freight classification or classifications in force upon the railway for inspection during business hours.

RETENTION PERIODS: Not stated.

## REAL ESTATE AND BUSINESS BROKERS ACT

R.S.O. 401 (1970)

Ministry of Consumer  
and Commercial Relations

### Section 30:

- (1) Every broker shall keep a trade record sheet in the prescribed form and proper books and accounts with respect to his trades and shall enter therein in the case of each trade,
  - (a) the nature of the trade;
  - (b) a description of the real estate involved sufficient to identify it;
  - (c) the true consideration for the trade;
  - (d) the names of all parties to the trade;
  - (e) the amount of deposit received and a record of the disbursement thereof; and
  - (f) the amount of his commission or other remuneration and the name of the party paying it.

REAL ESTATE AND BUSINESS BROKERS ACT

R.S.O. 401 (1970)

Ministry of Consumer  
and Commercial Relations

Section 30: (Continued)

- (2) Every broker shall maintain a trust account for every person from whom trust moneys are received in which shall be entered full details of all trust moneys so received and disbursements therefrom.

RETENTION PERIOD: Not stated.

Section 50:

- (1) No person shall, either as a vendor or as a broker or salesman, enter into or negotiate any contract for the sale or lease of a lot or a unit of land in a subdivision located outside Ontario unless,
- (a) a copy of the prospectus referred to in section 49 or such shorter form of the prospectus as the Registrar may have approved for distribution to the public has been delivered to the prospective purchaser or tenant, as the case may be;
  - (b) the prospective purchaser or tenant has in writing acknowledged receipt of a copy of the prospectus or the shorter form of the prospectus and that he has been afforded the opportunity to read it; and
  - (c) he is a registered broker or the contract is negotiated by a registered broker.
- (2) Every acknowledgment referred to in subsection 1 shall be retained by the vendor or broker and be available for inspection by the Registrar for a period of not less than three years.

RETENTION PERIOD: Three years.

REGIONAL MUNICIPALITY OF DURHAM ACT

S.O. 78 (1973)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 20:

- (1) The Regional Council shall appoint a clerk whose duty it is,
- (c) to keep in his office, or in the place appointed for that purpose, the originals of all by-laws and of all minutes of the proceedings of the Regional Council and its committees; and.....

RETENTION PERIOD: Not stated.

REGIONAL MUNICIPALITY OF DURHAM ACT

S.O. 78 (1973)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 22:

- (1) The Regional Council shall appoint a treasurer to undertake the duties of a treasurer and such treasurer shall keep the books, records and accounts,.....and preserve and file all accounts of the Regional Corporation,....

RETENTION PERIOD: Not stated. (Refer to section 118).

Section 96:

- (7) All documents and records kept by the clerk or treasurer or other officer of each divided municipality shall be transferred to the clerk or treasurer or other officer, as the case may be, of the area municipality designated by the appropriate committee established under subsection 1, and.....

RETENTION PERIOD: Not stated.

THE REGIONAL MUNICIPALITY OF HALDIMAND-NORFOLK ACT

S.O. 96 (1973)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 20:

- (1) The Regional Council shall appoint a clerk, whose duty it is,  
(c) to keep in his office, or in the place appointed for that purpose, the originals of all by-laws and of all minutes of the proceedings of the Regional Council and its committees; and.....

RETENTION PERIOD: Not stated.

Section 21:

- (2) The clerk shall keep an index book in which he shall enter the number and date of all by-laws passed by the Regional Council that affect land or the use thereof in the Regional Area but do not directly affect the title to land.

RETENTION PERIOD: Not stated.

Section 22:

- (1) The Regional Council shall appoint a treasurer who shall keep the books, records and accounts,.....and preserve and file all accounts of the Regional Corporation.....

RETENTION PERIOD: Not stated. (Refer to section 114).

THE REGIONAL MUNICIPALITY OF HALDIMAND-NORFOLK ACT

S.O. 96 (1973)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 92:

- (7) All documents and records kept by the clerk or treasurer or other officer of each divided municipality shall be transferred to the clerk or treasurer or other officer, as the case may be, of the area municipality designated by the appropriate committee established under subsection 1.....

RETENTION PERIOD: Not stated.

REGIONAL MUNICIPALITY OF HALTON ACT

S.O. 70 (1973)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 20:

- (1) The Regional Council shall appoint a clerk, whose duty it is,  
(c) to keep in his office, or in the place appointed for that purpose, the originals of all by-laws and of all minutes of the proceedings of the Regional Council and its committees; and.....

RETENTION PERIOD: Not stated.

Section 21:

- (2) The clerk shall keep an index book in which he shall enter the number and date of all by-laws passed by the Regional Council that affect land or the use thereof in the Regional Area but do not directly affect the title to land.

RETENTION PERIOD: Not stated.

Section 22:

- (1) The Regional Council shall appoint a treasurer who shall keep the books, records and accounts,..... and preserve and file all accounts of the Regional Corporation.....

RETENTION PERIOD: Not stated. (Refer to section 110).

Section 88:

- (7) All documents and records kept by the clerk or treasurer or other officer of each divided municipality shall be transferred to the clerk or treasurer or other officer, as the case may be, of the area municipality designated by the appropriate committee established under subsection 1.....

RETENTION PERIOD: Not stated.

REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH ACT

S.O. 74 (1973)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 20:

- (1) The Regional Council shall appoint a clerk, whose duty it is,  
(c) to keep in his office, or in the place appointed for that purpose, the originals of all by-laws and of all minutes of the proceedings of the Regional Council and its committees; and.....

RETENTION PERIOD: Not stated.

Section 21:

- (2) The clerk shall keep an index book in which he shall enter the number and date of all by-laws passed by the Regional Council that affect land or the use thereof in the Regional Area but do not directly affect the title to land.

RETENTION PERIOD: Not stated.

Section 22:

- (1) The Regional Council shall appoint a treasurer who shall keep the books, records and accounts.....and preserve and file all accounts of the Regional Corporation.....

RETENTION PERIOD: Not stated. (Refer to section 110.)

Section 88:

- (7) All documents and records kept by the clerk or treasurer or other officer of each divided municipality shall be transferred to the clerk or treasurer or other officer, as the case may be, of the area municipality designated by the appropriate committee established under subsection 1,.....

RETENTION PERIOD: Not stated.

REGIONAL MUNICIPALITY OF NIAGARA ACT

R.S.O. 406 (1970)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 19:

- (1) The Regional Council shall appoint an officer, whose duty it is,  
(c) to keep in his office, or in the place appointed for that purpose, the originals of all by-laws and of all minutes of the proceedings of the Regional Council and its committees; and.....

RETENTION PERIOD: Not stated.

REGIONAL MUNICIPALITY OF NIAGARA ACT

R.S.O. 406 (1970)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 20:

- (2) The officer appointed under section 19 shall keep an index book in which he shall enter the number and date of all by-laws passed by the Regional Council that affect land or the use thereof in the Regional Area but do not directly affect the title to land.

RETENTION PERIOD: Not stated.

Section 21:

- (1) The Regional Council shall appoint a financial officer to undertake the duties of a treasurer and such financial officer shall keep the books, records and accounts... and preserve and fill all accounts of the Regional Corporation and.....

RETENTION PERIOD: Not stated. (Refer to section 149.)

Section 36:

The Regional Council shall keep separate books and accounts of the revenues, expenditures, assets and liabilities in respect of the regional waterworks system in such manner as may be prescribed by the Department.

RETENTION PERIOD: Not stated.

REGIONAL MUNICIPALITY OF OTTAWA-CARLETON ACT

R.S.O. 407 (1970)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 19:

- (1) The Regional Council shall appoint a clerk, whose duty it is,  
(c) to keep in his office, or in the place appointed for that purpose, the originals of all by-laws and of all minutes of the proceedings of the Regional Council and its committees; and.....

RETENTION PERIOD: Not stated.

Section 20:

- (2) The clerk shall keep an index book in which he shall enter the number and date of all by-laws passed by the Regional Council that affect land or the use thereof in the Regional Area but do not directly affect the title to land.

RETENTION PERIOD: Not stated.

REGIONAL MUNICIPALITY OF OTTAWA-CARLETON ACT

R.S.O. 407 (1970)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 21:

- (1) The Regional Council shall appoint a treasurer who shall keep the books, records and accounts,..... and preserve and file all accounts of the Regional Corporation and....

RETENTION PERIOD: Not stated. (Refer to section 114.)

REGIONAL MUNICIPALITY OF PEEL ACT

S.O. 60 (1973)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 20:

- (1) The Regional Council shall appoint a clerk, whose duty it is,  
(c) to keep in his office, or in the place appointed for that purpose, the originals of all by-laws and of all minutes of the proceedings of the Regional Council and its committees; and....

RETENTION PERIOD: Not stated.

Section 21:

- (2) The clerk shall keep an index book in which he shall enter the number and date of all by-laws passed by the Regional Council that affect land or the use thereof in the Regional Area but do not directly affect the title to land.

RETENTION PERIOD: Not stated.

Section 22:

- (1) The Regional Council shall appoint a treasurer who shall keep the books, records and accounts....and preserve and file all accounts of the Regional Corporation....

RETENTION PERIOD: Not stated. (Refer to section 110.)

Section 88:

- (7) All documents and records kept by the clerk or treasurer or other officer of each divided municipality shall be transferred to the clerk or treasurer or other officer, as the case may be, of the area municipality designated by the appropriate committee established under sub-section 1,.....

RETENTION PERIOD: Not stated.

REGIONAL MUNICIPALITY OF SUDBURY ACT

S.O. 104 (1972)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 20:

- (1) The Regional Council shall appoint a clerk, whose duty it is,
  - (c) to keep in his office, or in the place appointed for that purpose, the originals of all by-laws and of all minutes of the proceedings of the Regional Council and its committees; and.....

RETENTION PERIOD: Not stated.

Section 21:

- (2) The clerk shall keep an index book in which he shall enter the number and date of all by-laws passed by the Regional Council that affect land or the use thereof in the Regional Area but do not directly affect the title to land.

RETENTION PERIOD: Not stated.

Section 22:

- (1) The Regional Council shall appoint a treasurer who shall keep the books, records and accounts,...and preserve and file all accounts of the Regional Corporation.....

RETENTION PERIOD: Not stated. (Refer to section 109.)

REGIONAL MUNICIPALITY OF WATERLOO ACT

S.O. 105 (1972)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 20:

- (1) The Regional Council shall appoint a clerk whose duty it is,
  - (c) to keep in his office, or in the place appointed for that purpose, the originals of all by-laws and of all minutes of the proceedings of the Regional Council and its committees;.....

RETENTION PERIOD: Not stated.

Section 21:

- (2) The clerk shall keep an index book in which he shall enter the number and date of all by-laws passed by the Regional Council that affect land or the use thereof in the Regional Area but do not directly affect the title to land.

RETENTION PERIOD: Not stated.

## REGIONAL MUNICIPALITY OF WATERLOO ACT

S.O. 105 (1972)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

### Section 22:

- (1) The Regional Council shall appoint a treasurer to undertake the duties of a treasurer and such treasurer shall keep the books, records and accounts,..... and preserve and file all accounts of the Regional Corporation,.....

RETENTION PERIOD: Not stated. (Refer to section 152.)

### Section 130:

- (7) All documents and records kept by the clerk or treasurer or other officer of each divided municipality shall be transferred to the clerk or treasurer or other officer, as the case may be, of the area municipality designated by the appropriate committee established under subsection 1,.....

RETENTION PERIOD: Not stated.

## REGIONAL MUNICIPALITY OF YORK ACT

R.S.O. 408 (1970)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

### Section 19:

- (1) The Regional Council shall appoint an officer, whose duty it is,  
(c) to keep in his office, or in the place appointed for that purpose, the originals of all by-laws and of all minutes of the proceedings of the Regional Council and its committees; and.....

RETENTION PERIOD: Not stated.

### Section 20:

- (2) The officer appointed under section 19 shall keep an index book in which he shall enter the number and date of all by-laws passed by the Regional Council that affect land or the use thereof in the Regional Area but do not directly affect the title to land.

RETENTION PERIOD: Not stated.

### Section 21:

- (1) The Regional Council shall appoint a financial officer to undertake the duties of a treasurer and such financial officer shall keep the books, records and accounts, ..... and preserve and file all accounts of the Regional Corporation.....

RETENTION PERIOD: Not stated. (Refer to section 144.)

REGIONAL MUNICIPALITY OF YORK ACT

R.S.O. 408 (1970)

Ministry of Treasury, Economics  
and Intergovernmental Affairs

Section 36:

The Regional Council shall keep separate books and accounts of the revenues, expenditures, assets and liabilities in respect of the regional waterworks system in such manner as may be prescribed by the Department.

RETENTION PERIOD: Not stated.

RELIGIOUS INSTITUTIONS ACT

R.S.O. 411 (1970)

Ministry of  
the Attorney General

Section 15:

- (1) A record of the proceedings of every meeting held under this Act shall be entered in the minute book or other official register of the acts and proceedings of the society or congregation, and shall be signed by the chairman and secretary thereof, and shall thereafter be deposited of record among the archives of the society or congregation, and a copy of such record verified by the affidavit of the chairman or secretary of the meeting may be recorded in the registry office of the registry division in which the land is situate.

RETENTION PERIOD: Permanent in the society or congregation archives.

RETAIL SALES TAX ACT

R.R.O. 785 (1970)

Ministry of  
Revenue

Section 7:

- (5) Every person who is a registered consumer shall keep books of account, records and documents sufficient to furnish the Minister with particulars of,
  - (a) all inventories of tangible personal property;
  - (b) all invoices, customs entry forms and other documents pertaining to the purchase of tangible personal property for his own use; and
  - (c) the remittance of tax for tangible personal property purchased for his own consumption or use.

RETENTION PERIOD: Not stated.

## RETAIL SALES TAX ACT

R.R.O. 785 (1970)

Ministry of  
Revenue

### Section 13:

- (1) Every vendor shall keep books of account, records and documents sufficient to furnish the Minister with particulars of,
  - (a) all inventories of tangible personal property taken;
  - (b) purchase of tangible personal property and taxable services;
  - (c) sales of tangible personal property, taxable services, and admissions to a place of amusement where applicable;
  - (d) tangible personal property purchased or taken from stock, and taxable services used by the vendor for his personal consumption or use or that of his business or supplied to his employees where any such property or service has not been included as retail sales;
  - (e) discounts and refunds;
  - (f) the amount of tax collected; and
  - (g) disposal of tax, including the remuneration taken.

RETENTION PERIOD: Not stated.

### Section 14:

Every vendor shall preserve all books of account, records and documents required under the Act or this Regulation until such time as the Minister authorizes their destruction.

RETENTION PERIOD: Until Minister authorizes destruction.

## RIDING HORSE ESTABLISHMENTS ACT

R.O. 194/73

Ministry of  
Agriculture and Food

### Section 19:

Every person who is the operator of a riding horse establishment shall maintain an accurate record of every occasion on which a horse is let out on hire for riding including the name and address of the person hiring the horse.

RETENTION PERIOD: Not stated.

### Section 20:

Every person who is the operator of a riding horse establishment shall maintain a record of every foal under ninety days days of age that was foaled in the establishment and the record shall contain,

- (a) the date of birth of the foal;

RIDING HORSE ESTABLISHMENTS ACT

R.O. 194/73

Ministry of  
Agriculture and Food

Section 20: (Continued)

- (b) the sex of the foal;
- (c) the colour and markings of the foal;
- (d) where the foal is sold or otherwise disposed of, the manner of sale or disposition, the person, if any, to whom the foal was sold or disposed of and the date on which the foal was sold or disposed of; and
- (e) where the foal is sold, the bill of sale for the foal.

RETENTION PERIOD: Not stated.

SANITORIA FOR CONSUMPTIVES ACT

R.R.O. 790 (1970)

Ministry of  
Health

Section 12:

- (1) The superintendent shall keep a permanent record of all examinations and tests of every employee of the sanatorium and if requested shall send a copy of every record, including the X-ray films, to the Workmen's Compensation Board or to the Department.

RETENTION PERIOD: Permanent.

Section 24:

The board shall require the medical staff, medical intern or clinical clerks to prepare a complete medical record of every patient, including identification, complaint, present history, family history, physical examination, reports of consultations, laboratory examinations, X-ray, provisional diagnosis, medical or surgical treatment, pathological findings, progress notes, condition on discharge and follow-up records and other special reports and, in the event of death, a note as to the cause of death.

RETENTION PERIOD: Not stated.

Section 29:

Every anaesthetist shall furnish a record showing the type of anaesthetic given, the amount used, the length of anaesthesia and the condition of the patient after the operation.

RETENTION PERIOD: Not stated.

## SANITORIA FOR CONSUMPTIVES ACT

R.R.O. 790 (1970)

Ministry of  
Health

### Section 30:

When a postmortem examination has been performed on the body of a patient, an autopsy report signed by the medical practitioner who has performed the examination shall be filed in the patient's record by the superintendent.

RETENTION PERIOD: Not stated.

R.R.O. 791 (1970)

### Section 8:

(1) The clinic director shall cause a register of persons attending the clinic to be maintained together with a record of each such person including any examinations, findings and drugs given.

RETENTION PERIOD: Not stated.

## SECURITIES ACT

R.S.O. 426 (1970)

Ministry of Consumer and  
Commercial Relations

### Section 32:

Every registrant whose financial affairs are not subject to examination under section 31 shall keep such books and records as are necessary for the proper recording of his business transactions and financial affairs and.....

RETENTION PERIOD: Not stated.

### Section 37:

The underwriter or other person or company distributing a security in the course of distribution to the public shall maintain a record available for inspection by the Commission of the names and addresses of all persons and companies to whom a preliminary prospectus has been distributed. (as amended by S.O. 1971, Vol. 2, C. 31, S. 7)

RETENTION PERIOD: During the course of distribution.

### Section 63:

(1) While distribution to the public of the securities to which the prospectus of a finance company relates is in progress, the Director may from time to time require the finance company to furnish to him a statement of source and application of funds or of cash receipts and disbursements in such form and for such period or periods as he may specify and.....(as amended by S.O. 1971, Vol. 2, C. 31, S. 18).

RETENTION PERIOD: Not stated.

## SECURITIES ACT

R.S.O. 426 (1970)

Ministry of Consumer and  
Commercial Relations

### Section 141:

Every stock exchange in Ontario shall keep a record showing the time at which each transaction on such exchange took place and shall supply to any customer of any member of such exchange, upon production of a written confirmation of any transaction with such member, particulars of the time at which the transaction took place and verification or otherwise of the matters set forth in the confirmation.

RETENTION PERIOD: Not stated.

R.R.O. 794 (1970)

### Section 6:

- (5) The business records and procedures for dealers, advisers, and underwriters shall be maintained in accordance with the published requirements of the Commission for each category of registrant.

RETENTION PERIOD: Not stated.

## SILICOSIS ACT

R.R.O. 799 (1970)

Ministry of  
Health

### Section 20:

The employer shall,

- (a) retain the health certificate of each employee during the period of his employment;  
(b) return the health certificate to an employee on cessation of his employment;

RETENTION PERIOD: Period of employment.

### Section 21:

- (1) Where a medical examiner,  
(a) has performed a medical examination; and  
(b) finds that because of his adverse medical findings the employee is not entitled to have a health certificate issued or renewed, as the case may be, the medical examiner shall give a report of his decision to the employer, the employee and the Director.  
(2) The report to the employer shall be included in the clinic report.

RETENTION PERIOD: Not stated.

## SURVEYORS ACT

R.S.O. 452 (1970)

Ministry of  
Natural Resources

### Section 7:

- (3) In addition to his prescribed duties, the secretary shall maintain and keep for inspection in his office a roll in alphabetical order of the names and the addresses of the members of the Association and shall assign to each member a registration number.

RETENTION PERIOD: Not stated.

### Section 9:

- (2) In addition to his prescribed duties, the treasurer shall enter in the books to be kept for the purpose a true account of all moneys received and paid by him.

RETENTION PERIOD: Not stated.

## SURVEYS ACT

R.S.O. 453 (1970)

Ministry of  
Natural Resources

### Section 4:

- (1) Every surveyor shall make and preserve exact and regular field notes of all his surveys and shall keep a proper record and index of all such field notes and shall exhibit or give copies of the same to any surveyor for a reasonable charge.

RETENTION PERIOD: Not stated. (Refer to section 4 (2)).

## TELEPHONE ACT

R.S.O. 457 (1970)

Ministry of Transportation  
and Communications

### Section 88:

No by-law, special by-law or special resolution, as defined in The Business Corporations Act or The Corporations Act, whichever is applicable, of an incorporated telephone company hereafter passed has any force or effect until approved by the Commission and every such company shall cause such by-laws, special by-laws and special resolutions to be kept available for inspection at the head office of the company.

RETENTION PERIOD: Not stated.

## TOBACCO TAX ACT

R.R.O. 812 (1970)

Ministry of  
Revenue

### Section 19:

- (1) Every collector shall keep at his principal place of business records and books of account in such form and containing such information as will enable the accurate determination of the taxes collectable under the Act.

RETENTION PERIOD: Written permission from the Comptroller.  
(Refer to section 19 (2)).

## THE TOURISM ACT

R.S.O. 122 (1970)

(As amended by S.O. 1 (1972)  
section 79)

Ministry of  
Industry and Tourism

### Section 9:

- (2) An inspector may inspect the premises, books and records of any tourist establishment for the purpose of enforcing this Act and the regulations, and, for the purpose of an inspection, may,.....  
(b) require the production of the books and records of the tourist establishment, and examine and copy such books and records or any part thereof.

RETENTION PERIOD: One year. (Refer to R.O. 390).

R.O. 390 (1972)

Ministry of  
Industry and Tourism

### Section 5:

- (2) A previous owner shall provide a new owner with,  
(a) the register; and  
(b) all records required to be maintained under this Regulation,  
as contain entries and relevant information for at least one year before the change of ownership.

RETENTION PERIOD: One year.

- (3) A new owner shall maintain those entries and records until,  
(a) the expiration of the period of time required by this Regulation; or  
(b) he delivers them to a subsequent new owner, whichever event occurs first.

RETENTION PERIOD: One year. (Refer to section 5 (2)).

## THE TOURISM ACT

R.O. 390 (1972)

Ministry of  
Industry and Tourism

### Section 10:

- (4) An operator shall maintain a file containing all water examination reports sent to him by a Ministry of Health Laboratory and the file shall be open to inspection by the health authority or an officer of the Ministry of Industry and Tourism.

RETENTION PERIOD: Not stated.

### Section 32:

- (1) An operator shall maintain in a bound book, or by means of a card index, a register of the persons, motor vehicles and trailers accommodated in his tourist establishment.
- (7) An entry in the register shall be preserved for at least one year from the date of the entry.

RETENTION PERIOD: One year from date of entry.

## THE TRAVEL INDUSTRY ACT, 1974

R.O. 367/75

Ministry of  
Industry and Tourism

### Section 14:

- (1) Subject to subsection 2, every travel agent and travel wholesaler shall maintain at its principal place of business in Ontario proper records and books of account in which are set out all financial and other transactions of the registrant including,
  - (a) all sums of money received and disbursed and the matters with respect to which receipt and disbursement took place;
  - (b) the assets and liabilities of the business; and
  - (c) all other transactions affecting the financial position of the registrant.

RETENTION PERIOD: Not stated.

## UNCLAIMED ARTICLES ACT

R.S.O. 471 (1970)

Ministry of Consumer and  
Commercial Relations

### Section 4:

- (2) Every person who disposes of articles under this section shall maintain a record of the articles disposed of and the persons or organizations to whom they are disposed.

RETENTION PERIOD: Not stated.

## VITAL STATISTICS ACT

R.S.O. 483 (1970)

Ministry of Consumer and  
Commercial Relations

### Section 21:

- (2) The funeral director shall retain the acknowledgement of registration of death as evidence of his having complied with this Act.

RETENTION PERIOD: Not stated.

- (5) The cemetery owner shall retain the burial permit for a period of at least two years after the burial.

RETENTION PERIOD: Two years after burial.

## WELFARE UNITS ACT

R.R.O. 826 (1970)

Ministry of  
Community and Social Services

### Section 7:

- (1) An administrator shall keep books of account and adequate ledgers for all receipts and disbursements of the unit.

RETENTION PERIOD: Not stated.

## WORKMEN'S COMPENSATION ACT

R.O. 6 (1971)

Ministry of  
Labour

### Section 5:

Every employer shall keep a record of all circumstances respecting an accident as described by the injured workman, the date and time of its occurrence, the names of witnesses, the nature and exact location of the injuries to the workman and the date, time and nature of each first-aid treatment given.

RETENTION PERIOD: Not stated.

Records Services Branch is an internal advisory group in the Provincial Government providing specialized services in the field of Records Management. Staff specialists provide professional, technical assistance for developing and managing records-keeping systems. This includes the creation and design of forms unique to a particular agency or for use across government. The Branch also provides secure and economic storage facilities for scheduled, non-current government records and specialized storage for microfilm and computer tapes.

